



CSC EMPLOYEE USER MANUAL

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Chapter 1 – SAMIS Overview and Standards

The CSC Employee User Manual

The CSC Employee User Manual is designed to assist CSC employees in the understanding and functions of SAMIS. The manual will walk the CSC user through all required setup and on-going processes which are the responsibility of the CSC.

The manual is broken into several sections. The first section (Definitions for the SAMIS Main Menu Modules) provides a quick definition of each of the modules and the use of that module for either the CSC or agency employee. The remaining sections (Getting Started, Fiscal, Case Data Gathering, Attendance, Program Units of Service, Other Modules and Reporting) provide the detail of how to setup and utilize the SAMIS system from the CSC employee's view.

General Overview

SAMIS (Services and Activities Management Information System) is a Web-based reporting system developed to increase the efficiency of the program and financial data transfer between a Children's Services Council and its funded agencies. SAMIS has operated since July 1999.

SAMIS was expanded in August 2001, for use by multiple Children's Service Councils in Florida. (Children's Services Councils are specialized taxing districts in Florida.) The counties participating include Broward, Duval (Jacksonville), Martin, Palm Beach and Pinellas.

Program Side – The program side of SAMIS includes Case Data Gatherer (CDG), CDG Client Wait List, Performance Measures, Program Reports, Group Activities, Volunteer Activities, Program Units of Service, Quarterly Commentary, Analysis of Outcome, Attendance Tracking, Reverse EDI and EDI Imports. These modules and their supporting modules allow the CSC to track participant demographic information, referrals, specific services and activities, Performance Measures, waiting time for program services, units of service and attendance. They also provide the user with valuable tools to ensure data entry is being performed, to maintain data integrity, and provide the ability to analyze the data. Other modules track distinct group events, record volunteer participation, provide for greater program-level data entry customization, and allow extensive reporting in SAMIS.

Fiscal Side - Program Funders, Funder Amendments, Budgets, Budget Amendments, Budget to Actual, Reimbursements, Document Repository, and other associated modules provide all the fiscal functions necessary for the financing of specific programs.

SAMIS Help Desk

Most CSCs have a full time position dedicated to the success of SAMIS. The SAMIS Help Desk provides help to all SAMIS users in understanding how to input information into SAMIS and retrieve information and reports from SAMIS.

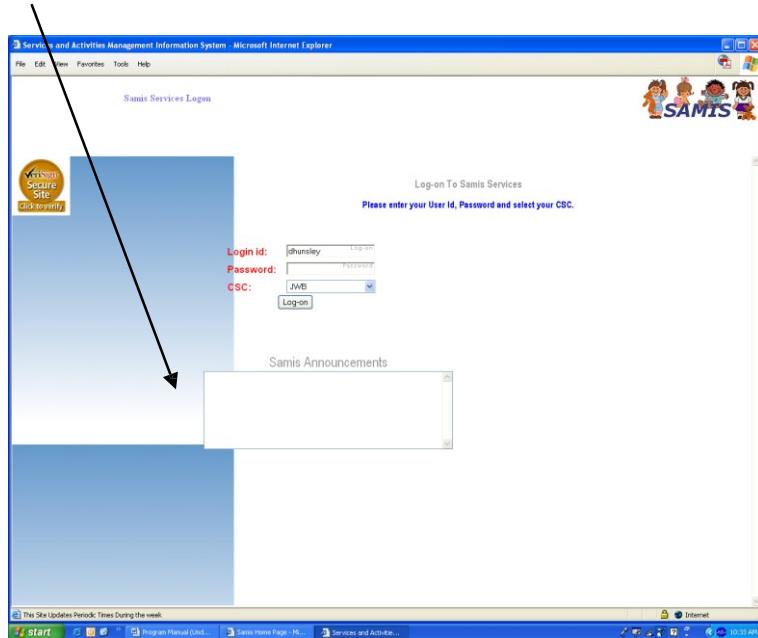
SAMIS Training

SAMIS training is offered, without cost, at least monthly for Program and Fiscal users. Reverse EDI and Report training is also offered. Although this training is not required, it is suggested that all new users attend training for a complete overview of the system. In addition to the training for beginners, the CSC periodically conducts special “refresher” courses on certain portions of the SAMIS system and will provide enhancement training when new changes are added to the system. Contact the SAMIS Help Desk for training registration and specialized training needs.

Communication with CSC Funded Agencies

The CSC is committed to communication with all of our funded agencies regarding SAMIS. To accomplish this, the CSC has established several modes of communication regarding SAMIS.

State-wide SAMIS Announcements – A statewide SAMIS Announcements screen will appear, each time you navigate to the SAMIS login page. This screen is intended to provide you with system-wide information that users will need to know, such as scheduled maintenance where the system may be down temporarily.



CSC Specific SAMIS Announcements – Once you have logged in, a secondary announcement screen appears which is designed for users in a specific CSC. This screen includes up to the minute information

pertaining to the CSC, downloads of manuals and access request forms, and training information. A “last updated” date is posted on the screen so the user will know the last time an update has been made. Users can proceed to the main menu at any time by clicking the OK button.

SAMIS E-Mail –The CSC has created an e-mail contact list that includes all users who have registered an e-mail address. All users are encouraged to keep the helpdesk apprized of any e-mail address changes. SAMIS E-Mail will be used to relay messages during emergencies.

SAMIS News – The SAMIS News is a periodic newsletter that is mailed to SAMIS users. It is intended to give hints for accomplishing tasks, list upcoming events, and provide reminders. This newsletter will be sent out prior to major enhancement rollouts.

SAMIS Web Sites

SAMIS is accessible through the Internet by using a dial-up, Cable, ADSL or T1 line to connect to your internet service provider. Internet Explorer 6.0, SP1 or higher must be used with SAMIS. There are two similar web sites that relate to SAMIS (SAMIS Production and SAMIS Training):

- SAMIS Training Site (<https://training.SAMISCSC.org>) the training site is available for training and to practice SAMIS processes. The Training Site is identified with a description below the SAMIS logo. Data cannot be transferred from the training site to the live site.
- SAMIS Production Site (<https://www.SAMISCSC.org>) the production site is where all final information should be entered.

Security Overview

User IDs and Passwords

SAMIS allows each CSC/County SAMIS Administrator to set the security standards applied to the site. The criteria include length and character content, reset frequency and lock out standards including user and Administrative passwords. The licensing model provides an unlimited number of users per site to encourage unique ID's for every user.

SAAMIS includes a User Report that will allow both the Agency level Administrator and the SAMIS Administrator to view access granted to every user. It is recommended that this report be run at least twice a year to confirm the list of active users is current. Since SAMIS is a web based application, all changes in access rights should be processed immediately. CSC and Agency Administrators are responsible for unauthorized access by terminated users with active accounts.

How Secure is the Data Sent to the CSC?

Since the information sent to the CSC through the agency web browser is transmitted over the Internet, extensive precautions have been taken to ensure the security of transmitted data.

- The data is secured using a digital certificate provided through NetworkSolutions. This step ensures that you are connecting to the real SAMIS website, never to an impostor.
- All data traffic between the agency and SAMIS across the Internet is encrypted using Secure

Socket Layer technology. This technology encodes the data into an unreadable form which can only be deciphered by the intended recipient (the agency or SAMIS). This layer of privacy protection ensures that information cannot be viewed if unauthorized parties intercept it.

- For agencies that don't save the name in SAMIS, the name and birth date information entered for SAMIS participants is encoded on the agency computer using an algorithm to generate a unique client identifier. In this way, the unique client identifier, rather than the participant name, is transmitted over the Internet connection.

Technical Requirements and Settings

The SAMIS system requires certain settings in order to fully function properly. Please refer to the Agency Program User Manual or the Agency Fiscal User Manual for all required settings.

Chapter 2 -Logging Onto the SAMIS System

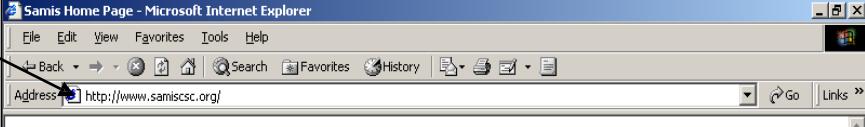
How to Access SAMIS

Once you have received a user name and password from the CSC, you will be able to log onto SAMIS. Follow these steps:

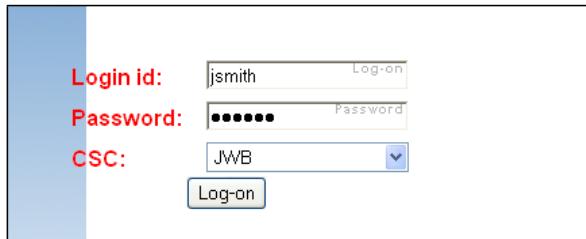
1. From Internet Explorer **type the Address** for SAMIS in the IE Address Bar and select **Enter**. You must choose either the training or production site. All real data should be entered in the production site. The trainings site should only be used for practice. Data can not be moved from the training site to the production site. For site addresses, see the picture below.

SAMIS "Production" Site:
<https://www.samiscsc.org>

SAMIS "Training" Site:
<https://training.samiscsc.org>

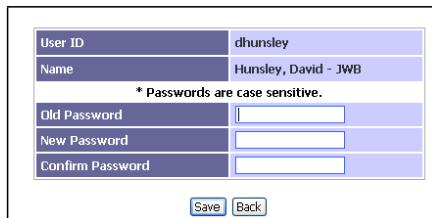


2. Click **Go**. The login page will appear.
3. **Enter your userid** and your **password**. *New Users need to contact the SAMIS Helpdesk for UserID and Password information.*
4. **Choose your CSC**.
5. Click **Login**.



The screenshot shows a login form with the following fields:
Login id: jsmith
Password: *****
CSC: JWB
Log-on

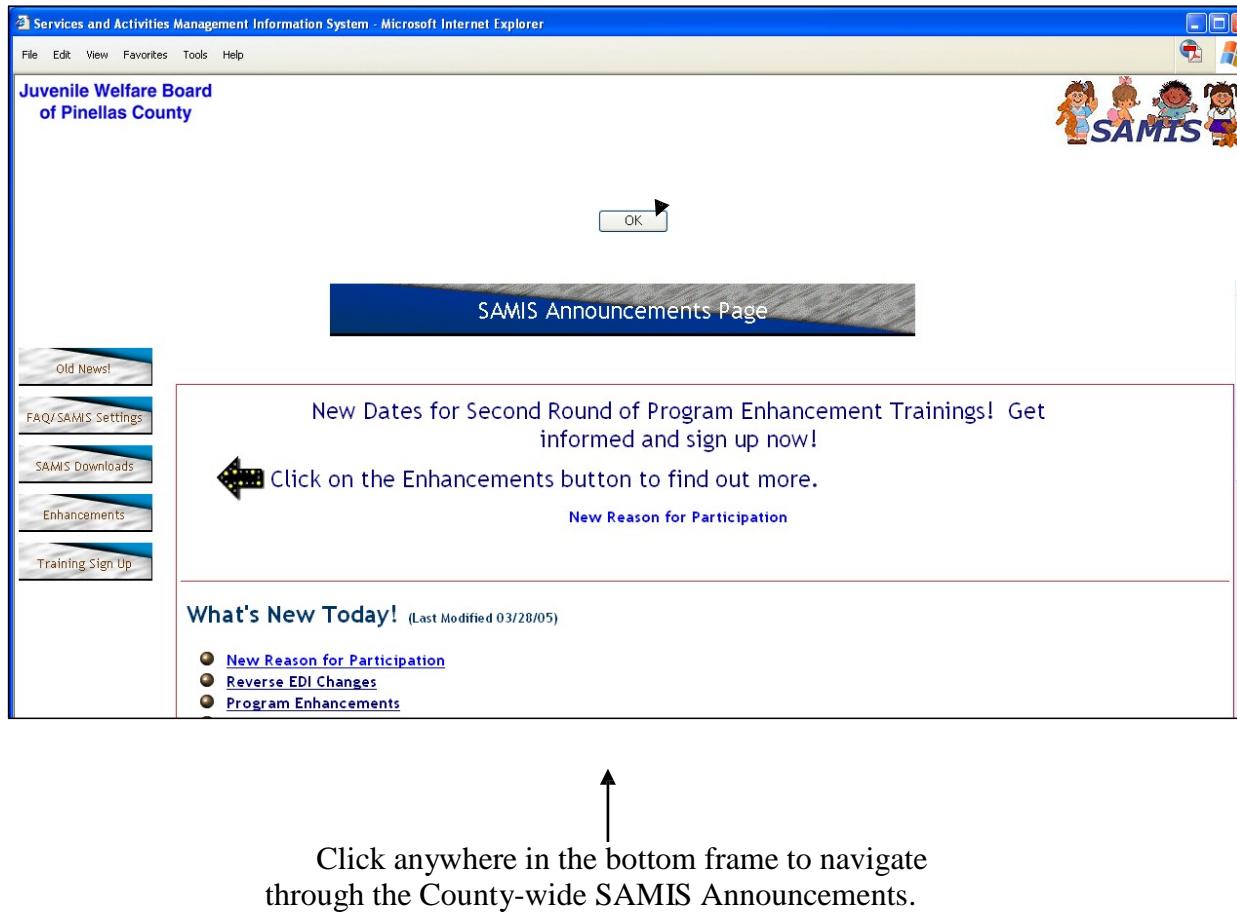
6. If you are logging in for the first time, you will be asked to change your password. Enter the password you used to log on as the **old password**, enter your **new password twice**, and click **Save**. Your password is case sensitive and must be at least 5 characters long. Upper case letters, lower case letters, and numbers should be utilized to create a secure password.



User ID	dhunsley
Name	Hunsley, David - JWB
* Passwords are case sensitive.	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Save Back

7. The County-wide SAMIS Announcements will appear. You may navigate within the announcements to find information, downloads, and training opportunities.
8. When finished browsing the announcements, click **OK** to go to the Main Menu.



How To Log Out

1. Close the Internet Explorer browser, or
2. Navigate to a new Internet site.

SAMIS Main Menu

The main menu will be available once a user has successfully logged into SAMIS. The user will only see menu options to which they have access.

SAMIS Menu Page

This is the login page for an administrator who has access to many modules. Most users will not see all of these icons.

The screenshot shows the SAMIS Main Menu interface. At the top right, it says "SAMIS Main Menu". Below that, there are two main sections: "Program Functions" and "Fiscal Functions", each containing a list of menu items. The "Program Functions" section includes: Case Data Gatherer, Group Activities, Attendance Tracking EDI, Attendance Tracking, Adjusted Program Units of Service, Adjusted Program Units of Service Rapid Fill, Client Waiting List, Analysis of Outcome, and Group Units of Service. The "Fiscal Functions" section includes: Program Allocation, Special Conditions, Adjustments, Great Plains Export, Funder Amendment, Undo Workflow Approvals, JWB Contract Report, Reimbursement Dates, Request New Position for Approved Budget, Fiscal Search, Manual Payments, and Position Management. There is also a "Change Password" message at the top left stating "Your password will expire on 12/31/9999".

Program Functions	
Case Data Gatherer	Volunteer Activities
Group Activities	EDI Imports
Attendance Tracking EDI	Reverse EDI
Attendance Tracking	Program Units of Service
Adjusted Program Units of Service	Program Units of Service Rapid Fill
Adjusted Program Units of Service Rapid Fill	Performance Measurement Quick Entry
Client Waiting List	CDG Data Cleansing
Analysis of Outcome	Quarterly Commentary
Group Units of Service	Adjusted Group Units of Service

Fiscal Functions	
Program Allocation	JWB Contract Report
Special Conditions	Reimbursement Dates
Adjustments	Request New Position for Approved Budget
Great Plains Export	Fiscal Search
Funder Amendment	Manual Payments
Undo Workflow Approvals	Position Management

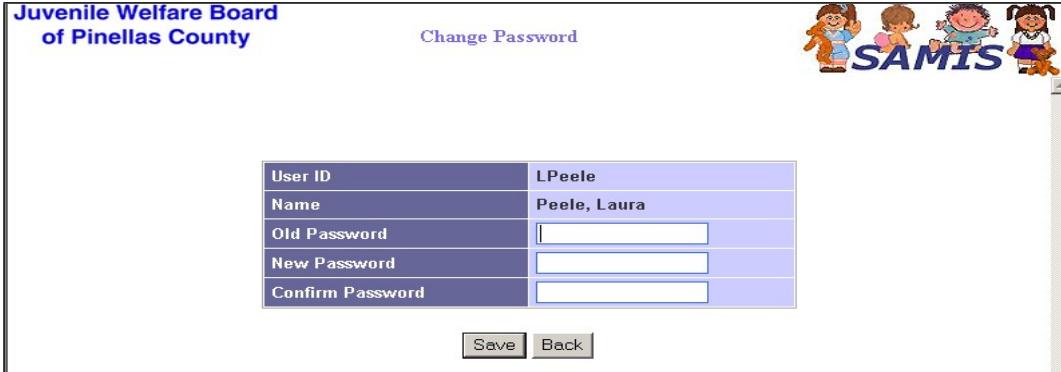
How to Choose a Menu Option

Click on the desired menu option wording or related icon once to navigate to the corresponding module.

Changing Passwords

New Users – All new users are required to change their password the first time they log into the SAMIS system. After logging in the first time, the users will be brought to the **Change Password** screen.

Existing Users – At any time, users have the ability to change their password. To navigate to the **Change Password** screen, select the **Change Password** hyperlink from the **SAMIS Main Menu** screen. .

User ID	LPeele
Name	Peele, Laura
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Changing the Password

1. Type the old password in the **Old Password** field.
2. Type the new password in the **New Password** field.
3. Re-type the new password in the **Confirm Password** field.
4. Select **Save** to save your changes, or **Back** to return to the Main Menu without saving.



TAKE NOTE: Passwords must be at least 5 characters long and should contain numbers and letters. SAMIS is case sensitive when entering the password. Therefore, it is suggested that you type all passwords in lower case.

Chapter 3 - SAMIS Quick Tips, Navigation, and Controls

SAMIS Quick Tips

1. Navigation - The navigation of SAMIS is based on general Internet navigation controls.
2. Maximize the screen each time you log on the system. When SAMIS is not maximized the bottom of the screen including some command buttons will not be viewable.
3. Time Outs – SAMIS times out after 20 minutes. It is important to frequently save changes because browser time outs will not save any unsaved work. If you find yourself back at the login screen during a save or request for information, you have timed out and must log in again. To help you manage time outs, a countdown timer at the bottom of each screen will remind you how long you have before the system times you out. Additionally, pop up windows, reminding you to save, will appear at 10 minutes prior to time out and 5 minutes prior to time out.
4. Avoid using the following characters (@ # % & '\$). These characters are interpreted as database commands and will perform certain unwanted tasks.
5. Do **NOT** use the Enter key while in SAMIS. (Use the **Tab** key to move from field to field and **Shift Tab** to move backwards).
6. The user only needs to click once on the mouse in SAMIS. (Double clicking is not necessary.)
7. To print any page in SAMIS select **File, Print**.
8. All references to FY in this manual apply to the CSC FY (October 1-September 30).
9. Enter dates by typing two digits for the month, two digits for the day and four digits for the year. **NO** slashes are necessary.

Controls

The following items are "controls" that exist within SAMIS. In addition to menu items, controls are items that will get focus by selecting with the mouse.



Edit fields are used to enter (type in) text. These fields will have a description label next to them indicating the type of information to be entered.



Check boxes allow only one of two values: on or off. If the value is on, an "x" displays in the check box. If there are several check boxes in a group, more than one may be "on" at the same time.

All Edit

Radio buttons are similar to check boxes; however, when a group of buttons is displayed, only one may be selected at a time. The options will toggle; if you select one, the other(s) will be toggled off.



A "drop down" or "pick list" box allows the user to select values from a list. The selected value will be displayed in the box portion of the drop down list box.

Search

Command buttons are used to navigate to other pages or perform specific actions. The label on the button will describe what function it will perform.



The **SAMIS "Home" link** is used to return to the **SAMIS Main Menu**. This link is available on every screen within the SAMIS application. (It is important to note that this link does **NOT** save.)

[569.400](#)

Hyperlinks are used to navigate to another page. The hyperlink text will describe what page will be opened. Hyperlinks in SAMIS are always displayed in Blue.



TAKE NOTE:

Once the user has selected an Agency-Program combination from any of the Agency-Program Pic lists in SAMIS (except Attendance Tracking), the same Agency-Program combination will be pre-selected in the Pic lists for that user's session. Once the user exits SAMIS or the session times out, the Agency-Program combination will not be pre-selected upon entering back into the application, hence it is only for the lifetime of the current session.

Chapter 4 – Definitions for the SAMIS Main Menu Modules

SAMIS Functions and Modules

The SAMIS Main Menu is divided into four different sections (Program Functions, Fiscal Functions, Administration Functions, and CDG Maintenance Functions.) Under each section, there are different modules. Several modules operate differently depending on whether the user is an agency user or a CSC user. The following list describes each of the modules under the four sections and provides a description of each module and how they differ for agency versus CSC users who have security access to them.

Program Functions

Case Data Gatherer (CDG)

Agency User - The module is used to collect data for individual program participants. Including: demographic information, type of services received, reason(s) for participation, referral information, and case closing information. Measurable Objective information is entered on an individual participant level through CDG screens.

CSC User – The Help Desk or Technical Support will access the CDG screens to assist agency users in solving problems or understanding the functionality of the page. The program staff at the CSC does not require access to these screens. The CSC users will benefit from access to CDG reports under Consolidated Reporting.

Group Activities

Agency User -The module is to record group activities for programs that serve participants in groups. Programs identify the group activity, the number of children and adults participating, location, presenter and whether the activity was in collaboration with another agency.

CSC User -The CSC user can access the summary page to view and print a summary of the activities offered and the volume of the activity provided by the program during the fiscal year.

Volunteer Activities

Agency User -The module is used to identify volunteer utilization (for direct program services or administrative support) on a month-by-month basis and by fiscal year.

CSC User - The CSC user can access the page to view and print a summary of the hours of service provided by volunteers in the program on a month-by-month basis and during the fiscal year.

EDI Import (Electronic Data Interchange)

Agency User- The module is used by agencies that have databases that collect information similar to SAMIS information. This module allows that agency to import data from their database into the CDG module of SAMIS excluding Measurable Objective information.

CSC User – Only the SAMIS Help Desk or Technical Support staff have access to this module. CSC staff

can identify agencies that would be candidates for the module. Special training is required before the module is accessed by an agency.

Reverse EDI (Electronic Data Interchange)

Users are invited to attend special training before accessing this module. There is a separate manual available that explains the process and the library of queries that are provided within the module.

Agency User- The module allows the user to extract from SAMIS, the CDG data entered by the agency. Data can be extracted at the agency or program level and for a user defined date range. The information is returned to the user as an Access database. The information in this database can then be queried as needed by the agency. The agency can use this feature to conduct data cleaning activities as part of the A.S.S.E.T CQI process.

CSC User - The data can be accessed for all agencies and programs of the CSC for purposes of data cleaning (queries provided) and research purposes. Because of the potential size of the database at the CSC level consideration should be given to the frequency and number of staff assigned to pull copies of the data. All data will reside on the individual CSC servers when extracted.

Attendance Tracking

Agency User – Once this module is setup by the CSC User, the agency will have the ability to track day-by-day attendance of program participants.

CSC User - The Help Desk or Technical Support will access the Attendance Tracking screens to assist agency users in solving problems or understanding the functionality of the page. The CSC users will benefit from access to Attendance Tracking reports under Consolidated Reporting.

Attendance Tracking EDI

Agency User – This module will be used after attendance records have been scanned to upload those records into the SAMIS Attendance module.

CSC User – The Help Desk or Technical Support will assist agency users in solving program or understanding the functionality of this module.

Program Units of Service

Agency User – Once this module is setup by the CSC User, the agency will have the ability to track units of services for program participants who are in the CDG module.

CSC User – The Help Desk or Technical Support will access the Program Units of Service screens to assist agency users in solving problems or understanding the functionality of the page. The CSC user will benefit from access to the Program Unit of Service reports under Consolidated Reporting.

Program Units of Service Rapid Fill

Agency User – Allows the agency user to enter a unit of service on multiple participants at one time for a specified unit and day.

CSC User - The Help Desk or Technical Support will access the Program Units of Service screens to assist agency users in solving problems or understanding the functionality of the page.

Adjusted Program Units of Service

Agency User – This unit allows for adjustments to be made to units of service. Once a reimbursement has

been created and approved the units entered for that time period get locked so no further changes can be made. This module allows for changes if the CSC configures adjustments to be allowed during the specified time period.

CSC User - The Help Desk or Technical Support will access the Program Units of Service screens to assist agency users in solving problems or understanding the functionality of the page.

Adjusted Program Units of Service Rapid Fill

Agency User – This module works in the same respect as Adjusted Program Units of Service (see above), but will let you enter the adjusted units for multiple participants at one time.

CSC User - The Help Desk or Technical Support will access the Program Units of Service screens to assist agency users in solving problems or understanding the functionality of the page.

Measurable Objective Quick Entry

Agency User – Utilizing this module, the agency user receives a list of clients based on search criteria and can quickly enter service component and objective data for all clients listed.

CSC User - The Help Desk or Technical Support will access the Program Units of Service screens to assist agency users in solving problems or understanding the functionality of the page.

Manual Performance Measures

Agency Users – Will not utilize this module as the data will be reported to the CSC and entered by the CSC. Agency users can, however, run the Manual PM/MSL report to view the information from this module.

CSC User - This module is utilized to enter Manual Performance Measures (PM) and Minimum Service Levels (MSL) for a program. Manual PM's and MSL's are those that cannot be calculated based on information input into the CDG or client section of SAMIS. Updates on whether or not the PM or MSL was met can also be input.

CDG Data Cleansing

The CDG Data Cleansing module allows users (both CSC and agency) to find data entry issues, connect to the identified trouble spots, and correct the issues concerning all data ever entered into SAMIS.

Client Waiting List

Agency users can utilize this module to enter clients on a predefined wait list that was setup by the CSC (See Program Wait List under administration functions). The programs can place participant on a wait list while waiting for services then the client can either move them into Case Data Gathering from the wait list or close them off of the wait list for a variety of other reasons. Reports can then be run to track trends of the database.

Analysis of Outcome

After the outcomes are setup by the CSC user through the Statewide Administrator, this page allows the agency user to enter an analysis of outcomes related to their program. This information is then printed on the Quarterly Report. This function is currently only used by Duval County.

Quarterly Commentary

The Quarterly Commentary page allows the agency user to enter comments from the current quarter or

review comments from previous quarters. The comments relate to questions that are setup by the CSC through the Statewide Administrator. This information is then printed on the Quarterly Report. This function is currently only used by Duval County.

Manual Performance Measures

This module allows the CSC to enter Performance Measures and Minimum Service Levels that will not be collected on the participant level or entered by the agency. Typically the CSC enters in this information so it displays in the CSC Contract Report for those agencies who have a custom contract Report in SAMIS.

Fiscal Functions

My Approval Queue (Workflow)

Agency User -The module allows the designated agency users to create, save, edit, forward, and submit program budgets, budget amendments, budget to actual and reimbursements. User permissions are determined by the role (creator, reviewer, submitter) in the workflow chain.

CSC User – The module is used to review, approve, and/or reject a program's submitted budget, budget amendments, budget to actual and reimbursements.

Reimbursement Dates

Agency User- This module probably should not be given to agency users to change without prior approval from the CSC as with access, users can change dates on reimbursement that have already been approved and/or paid.

CSC User - This module enables the user to change the Period Begin and/or End dates of a reimbursement. It may be necessary to change Begin dates as reimbursements should include all days where funding is being requested and not have gaps in between reimbursements. It may also be necessary to change End dates occasionally as reimbursements cannot overlap or be created for a date less than the ending date on the previous reimbursement. The Help Desk accesses this module, or other designated CSC staff, to assist the agency with the date changes.

Adjustments

Agency User – This module is not applicable for the agency user.

CSC User – The adjustments module allows CSC personnel to create adjustments and advances.

Adjustments allow for the repayment of disallowances automatically. Advances allow the CSC to provide a loan to agencies and track payments made by the agency. Payments to the CSC may take place through reimbursements or manual payments.

Program Allocation

Agency User – This module is not applicable for the agency user.

CSC User – This module is used by CSC staff to enter a program's approved allocation for a fiscal year, which must be completed before a program can create a budget. Additional allocations either positive or negative can also be tracked through this module. Budgets created in SAMIS can never be more than the

allocation total.

CSC Contract Report

CSC User - This module is only used by CSC staff to generate a CSC Contract for the funded agency. This report includes the CSC boiler plate and all budget information for the program(s) that the contract report is run for. This module is not accessed by Agency users. Currently Palm Beach County is the only CSC utilizing this module.

Martin Contract Report

CSC User - This module is only used by CSC staff to generate a CSC Contract for the funded agency. This report includes the CSC boiler plate and all budget information for the program(s) that the contract report is run for. This module is not accessed by Agency users.

CSC Contract Report

CSC User – This is only used by Pinellas County to generate a CSC Contract for the funded agency. This report includes the CSC boiler plate and all budget information for the program(s) that the contract report is run for. This module is not accessed by Agency users.

Funder Amendments

Agency User – This module allows agency personnel to make changes to the other funder amounts during the fiscal year as they change.

CSC User – This module allows CSC personnel to research other funder changes utilized program support.

Manual Payments

CSC User – This module allows the CSC user to enter payments to and from the CSC, which are not encompassed in a reimbursement (such as checks) into SAMIS. This module is not utilized for agency users.

Special Conditions

Agency User – This module is not applicable for the agency user.

CSC User - This module is only used by CSC staff to create and associate a contracted special condition for an agency or program. Special conditions are displayed in an agency or program's contract report.

Add New Position

Agency User – This module will be used to add a new position to the budget once the original budget has been approved. This should be used for newly funded positions during the fiscal year.

CSC User – This module will be used to review and approve newly funded positions that were added by the agency user through this module.

Great Plains Export

Agency User – This module is not applicable for the agency user.

CSC User – This module will be used to select approved reimbursements from SAMIS that should be exported into the Great Plains accounting system. Currently only CSC in Pinellas is utilizing this module.

Fiscal Search

Agency and CSC Users - Fiscal Search provides a central area to view all fiscal documents for a selected program and fiscal year.

Undo Workflow Approval

This module is utilized CSC employees to un-approve documents (budgets, budget amendments or reimbursements) that have previously been approved. This module is not utilized for agency users.

Document Repository

This module can be utilized by agency and CSC staff to upload, view, and store documents that can be associated with a program, FY, and fiscal module. **Each CSC will have policies on what type of documents and when documents should be uploaded.**

Slot Reimbursement

This module is currently being utilized by the Palm Beach CSC only. This module will be utilized by CSC staff to setup slot dates and funding amounts that will be utilized for agencies who are reimbursed utilizing slots.

Program Sources of Revenue (PSR) *This module is no longer being used by the CSCs in SAMIS.*

Funder information is now directly in the budget. However, previous year's information is still in this module. Agency User -The module is designed to allow the agency user to enter actual and projected program revenue for the current and the next fiscal year.

CSC User - The CSC staff can review the revenues the agencies have entered.

Administration Functions

Consolidated Reports

All users should reference the **SAMIS Reports Manual** for information on how each report can be used for information management activities within the organization.

Agency and CSC Users- The module is utilized to run all of the reports from the SAMIS system. Each report or group of reports can be securitized so only users with permissions have the ability to run them.

User Administration

The module is used by the SAMIS System Administrator (generally the SAMIS Help desk) to set up user's access to SAMIS by assigning a login ID and a password, assign access to the different modules and reports, and to designate whether or not they are an agency or CSC user.

Agencies

This module is used to set up all agencies in SAMIS.

Programs

This module is used to set up all programs in SAMIS and associate them with existing agencies; set parameters for enforcing a participant's age range in Case Data Gatherer; assignment of programs to CSC **Classifications** (See **Classification** under CDG Maintenance functions) and several other program specific settings in SAMIS. Program sites are also setup and maintained in this module.

Fiscal Year

This module is used to set up new fiscal years in SAMIS including start and end dates of the fiscal year.

Group Activity Types

This module is used to set up event types that are displayed in the Group Activities module.

General Ledger

This module is used to set up the general ledger account name, number and description viewed in the fiscal modules of SAMIS.

GL Categories

This module allows the CSC to set up GL (general ledger) category names. GL categories are categories that can contain one or more related general ledger items. **GL Categories** are only utilized in the Reimbursement module to allow users to exceed a Category total by a specified percent as determined by the CSC in the **GL Overages** module.

GL Overages

This module is used to associate general ledger items to specific GL categories. It also enables the CSC to establish the overage percentage allowed on general ledger items or on GL categories within the reimbursement module.

CSC Administration

This module is used to select or deselect the modules within SAMIS that the CSC has access to. In addition, this module is used to set up Measurable Objective Performance Level Ranges, show expense balances in Reimbursements, setup miscellaneous fields on the program level and determine whether Units of Service entry gets locked once a reimbursement has been performed.

Minimum Service Levels

This module is used to enter the minimum service levels for adults and children, both primary and secondary within a specified program and fiscal year. This information is used in the Performance Report to compare the minimum service level negotiated between the CSC and the agency and the actual number of primary/secondary children and adults served. In addition, minimum service levels can be setup for Units of Service (UOS), capacities for Attendance (displays in quarterly report) and group activities.

Program Units of Service Setup

This module is used to set up the Program Units of Service module for agency entry. This setup must be completed before users can enter into their module as described under Program Functions.

Funders

This module is used by CSC staff to set up the list of all possible funders for later association with individual programs.

Workflow Approval Chain Setup

Agency User - This page is used to setup the approval chains for Reimbursements, Budgets, Budget to Actual, and Budget Amendments on the agency side. It is also be used to assign surrogates in a chain.

CSC User- This page is used to setup the approval chains for Reimbursements, Budgets, Budget to Actual, and Budget Amendments on the CSC side. It is also be used to assign surrogates in a chain.

Workflow Queue Administration

Agency User - This page will allow the workflow administrator to view all documents in queues for a selected program, user or document type on the agency side. It will also allow the administrator to move documents from one user's queue to another.

CSC User - This page will allow the workflow administrator to view all documents in queues for a selected program, user or document type on the CSC side. It will also allow the administrator to move documents from one user's queue to another.

Workflow Search and Replace

Agency User - This view will allow the workflow administrator to replace one user with another in all chains that the user is in on the Agency side.

CSC User - This view will allow the workflow administrator to replace one user with another in all chains that the user is in on the CSC side.

Program Funders

Agency User – This module will allow the user to associate funders with the program. These funders in turn will be available in the budget for data entry.

CSC User - The Help Desk or Technical Support will access the Program Funders to assist agency users in solving problems or understanding the functionality of the page.

Program Units of Service Adjustment Dates

Agency User – The agency user will not utilize this module.

CSC User – This module will be utilized to specify dates in which the agency user can make program units of service adjustments.

Calendar Maintenance

Agency User – This module allows the program to select days in which the program is closed or does not provide services. This is used to prevent users from entering into attendance or the program units of service modules for days in which no service was available and is utilized to calculate true utilization for reports in these modules. Closed days can also be assigned to an entire classification of programs at once.

CSC User - The Help Desk or Technical Support will access the Calendar Maintenance to assist agency users in solving problems or understanding the functionality of the page.

Define Fringe Percentages

Agency User – This module provides a mechanism to users that will allow them to predefine percentages for all of the salary and fringe general ledger line items (excluding FICA). The amounts can then be used to calculate the gross and program allocations amounts within the budget.

CSC Users – The Help Desk or Technical Support will access the Define Fringe Percentages to assist agency users in solving problems or understanding the functionality of the page.

Program Waiting List

This module will be used by CSC employees to setup waitlists for a program. Once a wait list has been setup by the CSC, agency users will have the ability to enter clients onto the wait list.

CDG Custom Fields

This module is utilized by CSC employees to assign custom data entry collection fields to a program. Fields can also be specified as required or not.

Group Activity PIC List Maintenance

This module can be used by either the agency or CSC employee to select those group activity types that will display and are available for selection in the Group Activities Module.

Group Activity Location Maintenance

This module can be used by either the agency or CSC employee to setup the locations that will be utilized in the Group Activities module to identify the location of a group activity.

CDG Maintenance Functions

The following modules are used by the CSC to customize the options viewed in the CDG module. The only exception to this is PIC List Maintenance which can be utilized by an agency user.

Ethnicity

Set up the ethnic categories that are displayed specifically for the question, “Is this person of Spanish Origin?”

Cities

Set up the “City” field options.

Household Income

Set up the “Household Income” field options.

Referred From

Set up “Referred From” field options.

Closing Reason

Set up the “Closing Reason” field options.

Reasons for Participation

Set up the “Reason for Participation” Primary and Secondary field options and indicate whether the reason is

asset or deficit based.

Race

Set up the “Race” field options.

Zip Codes

Set up the “Zip Code” field options.

Referred To

Set up “Referred To” field options.

Grade Highest

Set up the “Current Grade” field options.

Activities/Services

Set up the “Select Primary Activity” and the “Select Secondary Activity” field options.

PIC List Maintenance

This module is used to limit the options data entry users see in the following PIC Lists. CSC's have the option of delegating this activity to agencies or maintaining it at the CSC level. The following list shows PIC lists that can have modified views:

Reasons for Participation

Activities/Services

Referred From

Referred To

Zip Code

Household Income

Race

Ethnicity

Grade

Classification

This module enables the CSC user to setup classifications. Once setup, these classifications can be associated with programs and will provide the ability to run the performance report by one or more category. Examples of categories can include – Program, Funding, Strategic Plan Goal, etc.

Client Identifier Field Order

In SAMIS Programs can select up to 4 fields to identify participants on screens and reports, (ie, Name, SSN, Date of Birth, CSC case code, etc.). This module allows the CSC to setup which 4 fields a program will utilize and in which order they will appear.

Chapter 5 – Getting Started

This chapter will review the modules that are necessary for the basic use of SAMIS. The chapter begins with *User Administration* and *CSC Administration*, Menu options, and *CSC Options*. There are set up tasks the will impact SAMIS globally and must be completed before SAMIS can deliver the full functionality to the user. The following settings must be configured before *Fiscal*, *CDG*, or *Performance Measures* will function accurately - Fiscal Year, Classifications, Agencies, and Programs.

User Administration Maintenance

Since user access is essential to utilizing the SAMIS System, this is the first module reviewed*. All users who need access to the system need to be setup in this module. This module is used to: set up new users with a login ID and a password; select which modules and reports each user will have access to; select whether or not they are an agency or CSC user; and provide access to classifications. This module can also be utilized to copy user.

* Agencies, Programs and Classifications may have to be setup prior to User Administration so proper access can be given.

From the **SAMIS Main Menu** select **User Maintenance**. The following screen will display.



Searching for a Current User

Users can be searched for by Last Name, Employer and User ID

1. Select the search by mechanism from the **Search By** drop down selection box.
2. **Select the first letter of the search by item** (last name, employer or user ID). All items that match the search by selection and the first letter of the item will display.
3. **Select the Pencil icon to display the user information.**
4. Make changes as necessary and **Select Save** to save the changes or back to return without saving.

Search By: <select style="width: 150px;">Last Name</select>	User Active Status: <select style="width: 150px;">All</select>				
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9					
User ID Last Name First Name Employer Active Email Address					
pgehant	Gehant	Pat	FL CSC	Yes	pgehant@jwbpinellas.org
jenniea	Greeley	Jennie	JWB (Agency User)	Yes	jedwards@iwbpinellas.org

Entering a New User

1. Select **New** from the bottom of the **User Maintenance** screen. This will bring the user to the **User Detail** screen.

<input type="button" value="New"/>	<input type="button" value="Back"/>
- - - - -	

2. Enter the user ID in the **User ID** field. (The user ID is the user's first initial and last name with no spaces in all lower case).
3. Enter the user's first name in the **First Name** field.
4. Enter the user's last name in the **Last Name** Field.
5. Enter the email address of the user in the **Email Address** field.
6. Enter the user's employer in the **Employer** field.
7. Enter a password for the user in the **Password** field. (Passwords are case sensitive).
8. Re-enter the password in the **Confirm Password** field. (This password must be typed the exact same way as the first password).
9. Select any check boxes that are appropriate for the user being entered.

<input type="checkbox"/>	CSC Access	<input type="checkbox"/>	Allow All Features	<input type="checkbox"/>	Allow All Programs	<input type="checkbox"/>	Force New Password at Next Login	<input type="checkbox"/>	Technical Support
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Descriptions of Check Boxes:

CSC Access: If checked, this user will log-on as a CSC user. This allows them to approve or reject budgets, budget amendments and reimbursements if the user has access to these modules. In addition, CSC access enables a user with access to CDG reports to run those reports on the CSC level. They will not have the ability to create budgets, budget amendments or reimbursements. All other modules in SAMIS will not be affected by this check box.

Allow All Features: If checked this user will have all access to every module under the **Available Security Features** box. Therefore this checkbox should only be selected for Systems Administrators. This feature does not allow access to all reports and classifications, so they should be selected separately.

Allow All Programs: If checked this user will have access to all existing and any future programs in

the SAMIS system that are active. This check box overrides any agencies or programs selected in the **Available Agencies** or **Available Programs** boxes.

Force New Password at Next Login: The user should be required to select a new password to reinforce the practice of not sharing passwords. Technical support can see the same information as the user based on security features. See the section on Password Security.

Technical Support: Includes all SAMIS and Tribridge (the developer) staff who have access to the CSC databases to allow for Software support. This does not include the CSC Help Desk Staff.

User Detail Set-Up

10. Place a check box next to all **Security Features** the user will have access to. Use the Select All or Unselect All buttons to expedite data entry.
11. Place a check box next to all **Programs** the user will have access to. Use the Select All or Unselect All buttons to expedite data entry.
12. Place a check box next to all **Classifications** the user will have access to. Use the Select All or Unselect All buttons to expedite data entry. This enables the user to run reports that include all agencies that are under the selected classification.
13. Place a check box next to all **Agencies** the user will have access to. Use the Select All or Unselect All buttons to expedite data entry. Agency access takes precedence over program access. If the user has been given access to an agency they will have access to all programs under that agency.
14. Place a check box next to all **Report Groups** the user will have access to. Use the Select All or Unselect All buttons to expedite data entry. Reports group access takes precedence over individual report access. If the user has been given access to a report group, they will have access to all reports under that group.
15. **Select Save** to save the changes or **Cancel** to return without saving.

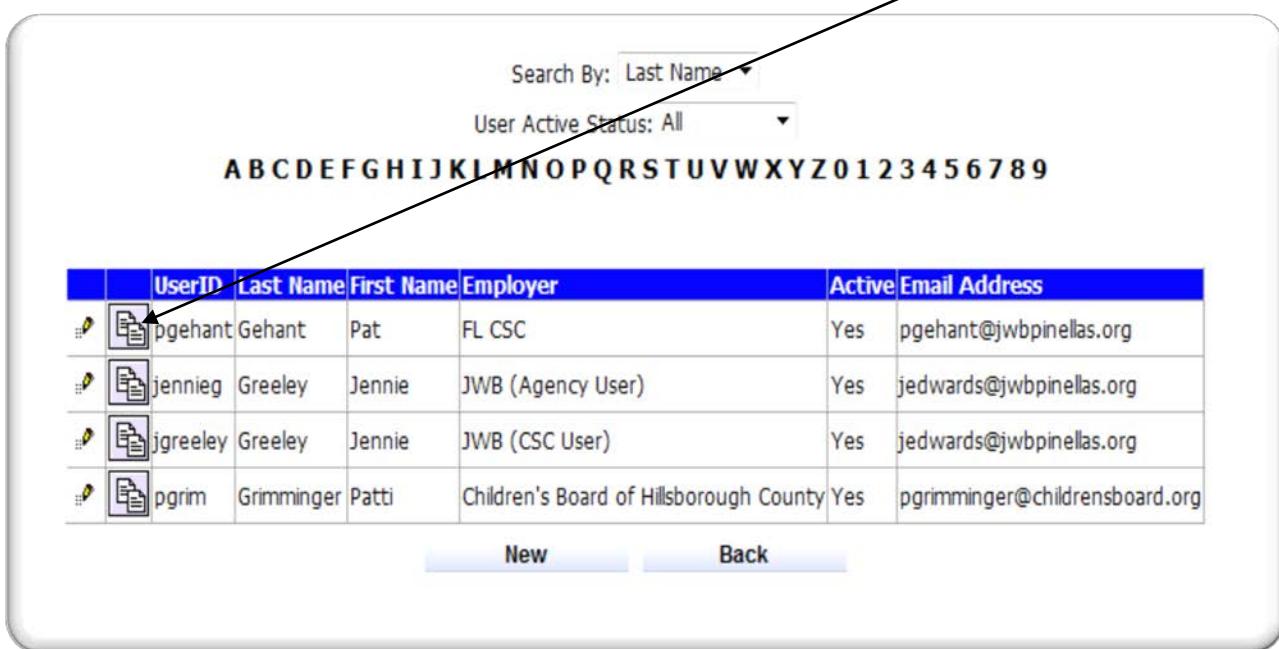
Security Features	Agencies
Activities / Services	<input checked="" type="checkbox"/>
Adjusted Group Units of Service	<input checked="" type="checkbox"/>
Adjusted Program Units of Service	<input type="checkbox"/>
Adjusted Program Units of Service Rapid Fill	<input type="checkbox"/>
Adjustments	<input type="checkbox"/>
Agencies	<input type="checkbox"/>
Programs	Report Groups
Agency A - Program 1 (Active)	<input checked="" type="checkbox"/>
Agency A - Program 2 (Active)	<input type="checkbox"/>
BALS - ChildNet (Active)	<input type="checkbox"/>
BALS - Children's Law Center (Active)	<input type="checkbox"/>
BBBS - 21st Century (Active)	<input type="checkbox"/>
BBBS - MAPP (Active)	<input type="checkbox"/>
Classifications	Reports
2-School Readiness	<input type="checkbox"/>
3-School Success	<input type="checkbox"/>
4-Out of School Time (OST)	<input checked="" type="checkbox"/>
5-Family Counseling	<input type="checkbox"/>
6-Neighborhood Family Support	<input type="checkbox"/>
Youth Intervention	<input type="checkbox"/>

Save **Cancel**

Copying a User

In many cases (especially for training purposes) it will be quicker and more effective to copy an existing user's access to a new user. A CSC can choose to setup generic users that can be used specifically for copying and setting up new users. For instance if the typical program user always has CDG, Consolidated Reports, Attendance and Program Units of Service; it would be quicker to setup a generic user with this access and copy that user each time a new program user needs to be entered into the system.

1. From the Search Results page, find the user to be copied by searching by either last name, User ID or Employer.
2. Select the copy user icon for the user that will be utilized to "copy from" 



The screenshot shows the SAMIS User Search Results page. At the top, there are search filters: "Search By: Last Name" and "User Active Status: All". Below the filters is a navigation bar with letters A through Z and numbers 0-9. The main area displays a table of users:

User ID	Last Name	First Name	Employer	Active	Email Address
pgehant	Gehant	Pat	FL CSC	Yes	pgehant@jwbpinellas.org
jennieg	Greeley	Jennie	JWB (Agency User)	Yes	jedwards@jwbpinellas.org
jgreeley	Greeley	Jennie	JWB (CSC User)	Yes	jedwards@jwbpinellas.org
pgrim	Grimminger	Patti	Children's Board of Hillsborough County	Yes	pgrimminger@childrensboard.org

At the bottom of the table are "New" and "Back" buttons. The URL at the bottom of the browser window is: http://www.jwbpinellas.org/jwbpinellas/secure/samis/administrators/searchUser.aspx?last_name=Gehant&first_name=Pat&employer_id=1&active_status=1&sort_order=1&sort_by=Last%20Name

A User page will be displayed that identifies the user you copied from.

Search By: Last Name ▾
User Active Status: All ▾
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

New Back

Create New User: Copied from pgehant

User ID	Email Address
First Name	Employer
Last Name	Password

123456789

When the Administrator copies an existing user, all of the following will be copied:

- Checkboxes
 - CSC Access
 - Allow All Features
 - Allow All Programs
 - Force New Password at Login
- Grids
 - Security Features
 - Agencies
 - Programs
 - Report Groups
 - Classifications
 - Reports

The following fields, however, would not be copied and need to be entered:

- UserID
- First Name
- Last Name
- Active User (defaults to Yes)
- Email Address
- Employer
- Password
- Confirm Password

From this point on, the new user has access to the assigned modules and can be managed just like any other user record

CSC Administration Maintenance (Menu Options and CSC Administration)

This module is used to select options in various areas of SAMIS that pertain to the CSC as a whole (all programs within the CSC). For this chapter (Getting Started), Menu and CSC options are the only sections of CSC Administration that will be discussed. The other options will be discussed in this manual in their perspective sections, see below.

<u>Other Functions</u>	<u>Chapter in this manual to find instructions</u>
Performance Measures	Case Data Gathering
Reimbursement Options	Fiscal Setup for CSC Users
Client Identifier Field Availability	Case Data Gathering
Program UOS Options	Program Units of Service

Menu Administration

In this section the CSC will select all the menu options that will be available to assign to users. Not all users will have access to all the menu items selected, but the menu item must be available at the CSC level to be assigned to the users. Any SAMIS modules listed in the **Selected Menu Items** box will be available for CSC use.

Editing selected SAMIS Module access

1. Select **CSC Administration** from the **SAMIS Main Menu**.
2. Select the Menu radio button to view this feature.
3. Move an item from one box to the other by double clicking the item. This will place that item in the opposite box.
4. Select Back to return to the main menu.

- Menu**
- Performance Measurement Options**
- Reimbursement Options**
- Client Identifier Field Availability**
- CSC Options**
- Program UOS Options**
- Verify Password Adherence**

Available Menu Items	Selected Menu Items
Martin Contract Report Adjusted Program Units of Service Rapid Fill	Activities / Services Adjusted Group Units of Service Adjusted Program Units of Service Adjustments Agencies

Back

CSC Options

Select the **CSC Options** radio button to view this page.

The SAMIS Administrator uses this feature to identify the abbreviated name of the organization, configure up to eight custom fields, set up fiscal and program features, and set the security/password policies for all SAMIS users.

It is also utilized to identify and label miscellaneous fields of information that will be collected about programs in SAMIS. All Miscellaneous Labels with check boxes and field names will be available under Program Maintenance for date entry.

- Menu
- Performance Measurement Options
- Reimbursement Options
- Client Identifier Field Availability
- CSC Options
- Program UOS Options
- Verify Password Adherence

1. **CSC Abbreviated Name** - Enter the CSC abbreviated name in the text box. The text will appear in the custom SAMIS Contract Report
2. **Misc Labels 1-8** - Miscellaneous fields will appear on the *Program Maintenance* page under *Other Information (Misc Fields)*
 - a. Check to activate a field.
 - b. Enter the On Screen label. Examples of Custom Fields include:
 - i. *Contract Manager or Program Specialist, Fiscal Reviewer, Researcher*
 - ii. *Fund Type, Year Funded*
 - iii. Web site, Address, Zip Code, District (political jurisdiction), Map Legend
 - iv. Government Classification

CSC Options	
CSC Abbreviated Name	<input type="text" value="Abbrev"/>
<input checked="" type="checkbox"/> Misc Label 1	<input type="text" value="ContractManager"/>
<input type="checkbox"/> Misc Label 2	<input type="text"/>
<input type="checkbox"/> Misc Label 3	<input type="text"/>
<input type="checkbox"/> Misc Label 4	<input type="text"/>
<input type="checkbox"/> Misc Label 5	<input type="text"/>
<input type="checkbox"/> Misc Label 6	<input type="text"/>
<input type="checkbox"/> Misc Label 7	<input type="text"/>
<input type="checkbox"/> Misc Label 8	<input type="text"/>

3. Next, select the features the Organization will use. These features can be turned on at any time but some will have consequences. Contact the SAMIS Statewide Administrator for assistance.
 - a. Utilize the Full Funded Capability during budget process
 - b. Adjustments – Show Disallowance Types
 - c. Adjustment – Show Prior FY Check Box

- d. Show Outstanding Advances in Reimbursements
- e. Allow Grow Program Amendments
- f. Enable Posting date in reimbursement
- g. Assign New contract number each FY with Allocation
- h. Utilize salary position Narrative in the Budget
- i. Utilize Budget/ Amendment Labeling
- j. Use Copy GL/Category and Program FY features in FY maintenance
- k. Show Disability/Disability Document Type
- l. Use Master Sites and Participant Groups
- m. Use Participant Activity MSLs
- n. Use Disability with Age Calculations
- o. Allow Simultaneous Budget Amendments and Reimbursements
- p. Display Protective Factors in Activities/Services and Group Activity Type Maintenance

4. **Select Save** to save the changes, **OR**

5. **Select back** to return without saving.

<input type="checkbox"/> Utilize Fully Funded Capabilities During Budget Process
<input type="checkbox"/> Adjustments - Show Disallowance Types
<input type="checkbox"/> Adjustments - Show Prior FY Checkbox
<input checked="" type="checkbox"/> Show Outstanding Advances in Reimbursements
<input type="checkbox"/> Allow Gross/Program Amendments
<input type="checkbox"/> Enable Posting Date in Reimbursements
<input checked="" type="checkbox"/> Assign New Contract Number each FY with Allocation
<input type="checkbox"/> Utilize Salary Position Narratives in Budget
<input type="checkbox"/> Utilize Budget/Amendment Labeling
<input type="checkbox"/> Use Copy GL/Category and Program/FY features in FY Maintenance
<input type="checkbox"/> Show Disabilities/Disability Document Types
<input type="checkbox"/> Use Master Sites And Participant Groups
<input type="checkbox"/> Use Participant Activity MSLs
<input type="checkbox"/> Use Disability Age Calculations
<input checked="" type="checkbox"/> Allow Simultaneous Budget Amendments And Reimbursements
<input type="checkbox"/> Display Protective Factors in Activity/Service and Group Activity Type Maintenance

Security Policy

Security settings are set by the SAMIS Administrator and will apply to all users in the database. The settings can be changed and users that have non-compliant passwords will be notified to change the password to meet the new standards. The Organization should provide a security policy notice that will provide an explanation of the policy to assist users reset a secure password. The Administrator provides the text to the SAMIS Statewide Administrator who will make changes on the back end of SAMIS.

Password Strength Settings are where the Administrator will set the acceptable content of all passwords. Security Maintenance Settings manages the passwords resets to reduce security issues. The complexity of the password settings should reflect the expiration timeframe. Generally the more secure the password setting, the less frequently the passwords need to be systematically reset.

Enforce Security Policy	<input type="checkbox"/> Important: be sure Security Policy text exists before turning this on
<u>Password Strength Settings</u>	
Minimum Length	<input type="text" value="0"/>
Minimum Quantity of Special Characters	<input type="text" value="0"/>
Minimum Quantity of Numbers	<input type="text" value="0"/>
Minimum Quantity of Upper Case Letters	<input type="text" value="0"/>
<u>Security Maintenance Settings</u>	
Password Expiration (in days)	<input type="text" value="0"/> 0 = Never
Password Expiration Warning (in days)	<input type="text" value="0"/> Warnings will not display if greater than Password Expiration
Failed Login Attempts before lockout	<input type="text" value="0"/> 0 = No restriction
Password Reuse Count	<input type="text" value="0"/> 0 = No restriction
Administrative Password Reset	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Back"/>	

Verify/Enforce Password Adherence

Select feature from the CSC Administration page. This feature is used to force user's to change passwords that do not meet the new security setting established by the organization or the Organization chooses to have all users reset passwords at the same time.

- Menu**
- Performance Measurement Options**
- Reimbursement Options**
- Client Identifier Field Availability**
- CSC Options**
- Program UOS Options**
- Verify Password Adherence**

Verify / Enforce Password Adherence

The password verification process has determined the following results.

Password Criteria	Number of Failures
Minimum Length	0
Minimum Quantity of Special Characters	0
Minimum Quantity of Numbers	0
Minimum Quantity of Upper Case Letters	0

Click "OK" to set all User Accounts whose passwords failed 1 or more criteria to "Force New Password at Next Login"

Select one or more criteria. REMEMBER - *Notify the SAMIS Statewide Administrator to edit the Security Message viewed by the users to incorporate any new requirements.*

Fiscal Year Maintenance

This module is used to set up fiscal years in SAMIS, which is defined as a period of time used for calculating annual ("yearly") financial statements and reports, and organizing data to define service and performance measures. Fiscal years can vary between governmental entities, resulting in the need to operate, and thus report information, in multiple fiscal years. In addition the need to meet unique business practices can require the use of different Fiscal Years.

SAMIS Fiscal Year rules:

1. Multiple and overlapping Fiscal Year can be accommodated
2. Defined at the CSC level.
3. Must have a start and end dates assigned, but does not have to be limited to a 12 month period
4. Programs can only be assigned to ONE fiscal year.
5. Only ACTIVE Fiscal Years will be available to the user.

Fiscal years define how budgets, budget amendments and reimbursements are processed and all reports are based on the dates assigned to the Fiscal Years¹. Fiscal years are also utilized to setup minimum service levels, collect group and volunteer information, and as a report parameter when running various Program and Fiscal reports.

Setting Up a Fiscal Year –

1. Select Fiscal Year from the SAMIS Main Menu.
2. From the SAMIS Main Menu, users will be brought to the Fiscal Year Maintenance screen.

¹ Some reports can be run using custom dates that are different from the defined FY dates. However, the information returned will differ from a FY parameter.

Select Fiscal Year to edit				
ID	Fiscal Year	Active	Start Date	End Date
9	FY-2012	True	10/01/2011	09/30/2012
1	FY-2011	True	10/01/2010	09/30/2011
5	SPC-GY10	True	05/23/2010	05/22/2011
6	LIHEAP-2011	True	03/01/2011	03/31/2012
7	DOL CV11	True	02/01/2011	02/28/2012

[Create New Fiscal Year](#)

Note: that FY-2012 and FY2011 do not overlap, but SPC-GY10 and LIHEAP- 2011 have an overlapping date range (03/01/2011 through 05/22/2011)

Entering a New Fiscal Year

1. Select **New** from the bottom of the **Fiscal Year Maintenance** screen.
2. Enter the year description in the **Year Description** field. (The description is how the fiscal year will be displayed throughout SAMIS, example: “05-06”.)
3. Enter the starting date of the fiscal year in the **Date Start** field.
4. Enter the ending date of the fiscal year in the **Date End** field.
5. Select **Submit**.

Select Fiscal Year to edit					
ID	Fiscal Year	Active	Start Date	End Date	
9	FY-2012	True	10/01/2011	09/30/2012	
1	FY-2011	True	10/01/2010	09/30/2011	
5	SPC-GY10	True	05/23/2010	05/22/2011	
6	LIHEAP-2011	True	03/01/2011	03/31/2012	
2	RW-CY11	True	02/01/2011	02/28/2012	

[Create New Fiscal Year](#)

Add Fiscal Year

ID:

Year Description:

Active:

Start Date:

End Date:

Select	Program Name
<input type="checkbox"/>	A Great Agency - A Great Program
<input type="checkbox"/>	A Great Agency - A Gtreat Agency FAA
<input type="checkbox"/>	A Great Agency - Giselle's Agency
<input type="checkbox"/>	A Great Agency - Giselle's Program
<input type="checkbox"/>	A Great Agency - Ryan White Training

Submit **Cancel**

Edit an Existing Fiscal Year

1. From the **Fiscal Year Maintenance** screen, click on the FY name hyperlink for the year that you want to edit.
2. Change the information in any field required or uncheck the **Active** field to deactivate this value so it will not be displayed on any SAMIS screens.
3. Select **Submit** to save the changes or Select **Cancel** to return to the previous page without

saving.

Select Fiscal Year to edit

ID	Fiscal Year	Active	Start Date	End Date
9	FY-2012	True	10/01/2011	09/30/2012
1	FY-2011	True	10/01/2010	09/30/2011
5	SPC-GY10	True	05/23/2010	05/22/2011
6	LIHEAP-2011	True	03/01/2011	03/31/2012
2	DIM-CV11	True	03/01/2011	03/30/2012

[Create New Fiscal Year](#)

Edit Fiscal Year

ID: 5

Year Description: SPC-GY10

Active:

Start Date: 05/23/2010

End Date: 05/22/2011

Select Program Name

Select	Program Name
<input type="checkbox"/>	A Great Agency - A Great Program
<input type="checkbox"/>	A Great Agency - A Great Agency FAA
<input type="checkbox"/>	A Great Agency - Giselle's Agency
<input type="checkbox"/>	A Great Agency - Giselle's Program
<input type="checkbox"/>	A Great Agency - Ryan White Training

Classification Maintenance

The *Classification Maintenance*, found under CDG Maintenance Functions, on the SAMIS Main Menu, provides the option to group programs by categories or domains. The structure or hierarchy is specific to the CSC/County. The purpose for assigning Classifications is generally to relate funding or participant demographics to funding priorities, local indicatives, research models or all three hierarchies. A program can be in more than one Classification category to increase the value of the reports generated from SAMIS data.

While the Classifications are set up in this module, the program is assigned to a Classification when set up using the *Agency- Program Maintenance* module appearing on the SAMIS Main Menu/ Administrative Functions.

Setting up Classifications

1. From the *SAMIS Main Menu\CDG Maintenance Functions*, select **Classification**. The following screen will be displayed.

Classification Descriptions	
0 - Healthy Births	Active
Legal	Active
1-Child Maltreatment	Active
2-School Readiness	Active
3-School Success	Active
4-Out of School Time (OST)	Active
5-Family Counseling	Active
6-Neighborhood Family Support	Active
7-Specialized Residential Supports	Inactive
Youth Intervention	Active
System Support	Active
21st Century School Based	Active
21st Century Community Based	Active
CCC Community Contracts	Active
CNS	Inactive
Truancy	Inactive
Early Intervention, Community & Residential Treatment Programs	
	Inactive

Creating New Classifications

- From the Classification Description page **Select New**, the following page will display.

PCMS - Direct	Inactive
Safety Net	Inactive
Equipment & Renovations Only	Inactive

New **Back**

- Enter the Classification name in the **Description** Field.
- Select Save** to save the changes or **Select Back** to go back to the previous page without saving.
- The unique ID will be assigned after the page is saved and is refreshed.

The Administrator has the option to use the Classification Module to deactivate Programs assigned to a specific group by selecting *Deactivate Programs* if the program group is no longer a priority of the governing body.

ID	33
Description	Legal
Active	<input checked="" type="checkbox"/>

Save **Back**

Deactivate Programs (Checking this box will make all programs tied to this classification inactive)

Save **Back**

Editing Existing Classifications

1. From the **Classification Description** page select the hyperlink for the description you want to edit.
2. The following page will be displayed. Change the Description classification as needed.

Classification Descriptions	
Access to Care	Active
Child Care Provider	Active
Child Care/After School Care	Active
Delegate	Active
Domestic Abuse/Sheltering	Active
Early Head Start	Active
Early Head Start Expansion	Active
Economic Stability/Poverty	Active

3. Select the **Deactivate Program** check box to deactivate ALL programs associated with this classification, OR
4. Uncheck the **Deactivate Program** check box to activate ALL programs associated with this classification.
5. **Select Save** to save the changes or **Select Back** to go back to the previous page without saving.

ID	14
Description	Public Transportation
Active	<input checked="" type="checkbox"/>

Save **Back**

Deactivate Programs (Checking this box will make all programs tied to this classification inactive)

Save **Back**

NOTE: Activating all programs associated with a Classification will activate programs that were inactivated manually or previously on the Classification page

Agency/Program Maintenance

The Agency/Program is the structure used to collect and report data in SAMIS. All data entry is completed at the program level with all Programs associated to one Agency. The Agency-Program relationship is also used to generate reports as well as the custom Contract Report. The administrator must set up the Agency, then the Program from the SAMIS Main Menu\Administrative Functions\Agency/Program Maintenance.

How to Set-up Agencies

1. Select **Agency/Program** from the **SAMIS Main Menu**. Users will be brought to the **Agency Maintenance** screen.

The screenshot shows a search interface for 'Agency Maintenance'. At the top, there are three search fields: 'Agency Name' dropdown (Begins With), 'Agency Name' dropdown (Exactly Like), and a text input field containing 'A Great'. Below these are buttons for 'Search' and 'New Agency'. A third search option, 'Active' dropdown (Searches only on Program active status), is also present. The main area displays a table with columns: Agency ID, Agency, Program ID, Program, and Active. The data shows four entries, all with Active status set to True:

Agency ID	Agency	Program ID	Program	Active
80	A Great Agency	170	A Great Program	True
80	A Great Agency	173	A Great Agency FAA	True
80	A Great Agency	181	Giselle's Agency	True
80	A Great Agency	182	Giselle's Program	True

2. Select **New Agency** button.

The screenshot shows the 'New Agency' maintenance form. It includes search fields for 'Agency Name' (dropdown: Begins With, Exactly Like) and a 'Search' button. Below the search are buttons for 'New Agency' and 'Active' (dropdown: Searches only on Program active status). The form has tabs for 'Agency' and 'Program'. The 'Agency' tab is active, showing fields: 'Agency Name:' (text input), 'Agency Desc:' (text area), 'Active:' (checkbox), 'Accounting System Vendor Id:' (text input), 'Method of Payment:' (dropdown), 'Compliance Audit Days:' (text input), and 'Allow Staff to Represent > 1 Person:' (checkbox). There is also a 'Save All' and 'Cancel All' button.

3. Enter the agency name in the **Agency Name** field. *The value listed in the Name field is how agencies are displayed in the drop-down selection boxes throughout SAMIS.*
4. Enter the legal name of the agency in the **Agency Desc** box. *The value listed in the Description box will be displayed on the custom Contract Report with the agency.*
5. Check Active. *Program will not be displayed on the drop down list unless the Agency is Active.* To

deactivate a program uncheck box.

6. Enter the **Accounting System Vendor ID** (this is used for custom designed integration with accounting systems;; Great Plains, MIPPS, etc.)
7. Enter **Method of Payment** from the drop down method of payment box. C=Check, E=Electronic Transfer of Funds (i.e. Great Plains, MIPPS, or other custom process.)
8. Enter **Compliance Audit Days**. (Custom field for the Palm Beach County Children's Service Council Contract Report)
9. Select the **Allow Staff to Represent >1 Person** check box if you will allow the agency to allow one position to represent more than one person in the Position Management module. This is not recommended except for special circumstances.
10. Select **Save All** to save the changes.

Edit an Existing Agency

1. From the **Agency – Program Maintenance** screen find the agency using the search criteria below. Multiple criteria can be used when searching for the correct Agency. The list of Programs associated with the Agency will be displayed.

<u>Agency ID</u>	<u>Agency</u>	<u>Program ID</u>	<u>Program</u>	<u>Active</u>
80	A Great Agency	170	A Great Program	True
80	A Great Agency	173	A Great Agency FAA	True
80	A Great Agency	181	Giselle's Agency	True

3. **Select** the hyperlinked **Agency** that you want to edit.
4. Change the any fields as needed or uncheck the **Active** field to deactivate this agency so it will not be displayed in SAMIS. The page will refresh with each edit and the Save All button will now be available.
5. Select **Save All**



Print Program Site Report



How to Add a Program

Once an Agency has been setup, a Program can be set up and associated to the Agency. *Participants can be entered into SAMIS once a program has been set up.*

1. Select **Agency/Program** from the Administrative Functions on the SAMIS Main Menu.
2. Search for the Agency that the Program will be associated with in SAMIS. *NOTE: A program can be associated to one Agency, but multiple Programs can be associated to the one Agency.*
3. Select **Add New Program**, which appears in the Agency, set up grid as seen below.

<input type="button" value="Agency Name"/>	<input type="button" value="Exactly Like"/>	<input type="text"/>	<input type="button" value="Search"/>		
<input type="button" value="Agency Name"/>	<input type="button" value="Exactly Like"/>	<input type="text"/>	<input type="button" value="New Agency"/>		
<input checked="" type="checkbox"/> Active <input type="button" value=" (Searches only on Program active status)"/>					
Agency ID	Agency	Program ID	Program	Contract #	Active
1	Agency A	1	Program 1		True
1	Agency A	2	Program 2		True
3	BALS	3	ChildNet		True
3	BALS	10	Children's Law Center		True
4	BBBS	4	21st Century		True
4	BBBS	7	MAPP		True
4	BBBS	9	Mentoring Children of Prisoners		True
4	BBBS	8	MTP		True
5	ELC	5	Quality Counts		True
5	ELC	6	School Readiness Funding		True

Agency
Name: Active:

4. The screen will refresh and display the Program set-up page which includes 4 sections, all requiring –

- General Information
- Fiscal
- Program
- Other (Misc Fields).

The Chart below outlines each field on the Program set up screen.

Program Set up Business Rules

Field	DESCRIPTION	Required Field
GENERAL INFORMATION		
Program Name	Name of the program that will appear on all screens	X
Description	Description of the program	
Owning agency	The name of the agency that the program is associated with.	X
Active	Identifies whether the program is active or not.	
County Wide Service	If the program will be provided county wide select this box. (this information is currently only being utilized for the JWB, Martin and Palm Beach County contract reports)	Is required if Service zips is not populated
Service Zips	If the program only provides services in certain zip codes, enter the Zip Codes. This information is utilized for the JWB, Martin and Palm Beach County custom Contract report.)	Is required if County Wide Service is not selected
Subcontract	Is this program a subcontract?	
Classification	Associate the Classification category to the program. Programs can be associated with more than one Classification. Select the box for each that applies. The screen will refresh after each selection. Performance reports, Referral reports, Reverse EDI and other reports can be run by one or more classifications. All programs that are associated with the selected classification when the report is run will be included in the report.	See CDG Maintenance Functions/Classification
Fiscal Years	Select the years in which the program will be active. A program can not appear in overlapping fiscal years	See Administrative Functions/Fiscal Years
GENERAL INFORMATION/ CONTACT INFORMATION		
Contact Name	Name of the Exec. Dir. of the agency associated with the program or other criteria used for contacting the agency.	
Contact phone	Phone number for the contact person listed above	

Contact E-mail	E-mail address for the contact person listed above
Out of School	Is this an Out of School Program?
PROGRAM	
Only allow Primary Participants	If the program only serves primary participants or only primary participants are expected to be entered in SAMIS, select this check box to not allow secondary participants to be saved in CDG.
Allow one character for Participant first name	The Participant Unique ID is generated using the full first name of the client. To allow for first names with one character, check the box.
Reasons for Participation Mode	Select the Reasons for Participation Mode which defines the type of reason(s) that can be selected for Reasons for Participation for a program. Check Allow Assets and Deficits if this program is allowed to enter both Deficit and Asset reasons for participation when entering participant's reasons for participation into CDG, or Allow only Assets or Allow only deficits.
Enforce Participant Age Range for CDG	If checked, the program can only enter participants that are within one of the two specified age ranges. SAMIS will not accept participants who are not within the age range(s). Ages are determined by comparing the date of birth to the Episode Open Date. If this option is turned on (checked) at least one age range is required.
First Age Range Low/High	Enter the low and high range of the age ranges that will be enforced
Second Age Range Low/High	If more than one age range is being enforced, enter the age ranges for the second age group.
Program Eligibility Text	Enter program eligibility text that will display when new participants are added to a case. For example: This program serves 10-14 year old youth.
# Of Days in Grace Period for Performance Measures	<i>Only applicable if the CSC will be implementing Performance Measures.</i> Enter the number of days that will be given for the specified program as a grace period for the Performance Measures in this field. This is asking, how many days past the expiration date for the measurable objective should the objectives display on the data entry screen. After the grace period has ended, the measurable objective will no longer display.
Attendance Threshold	Enter the Attendance Threshold for the program. This field is utilized in the quarterly report. <i>This feature is currently only utilized by Duval County.</i>
Allow Wait List	This check box must be selected if the program will be utilizing the Wait List Module

Allow Group Activity Recording	This field indicates whether the program will be entering into the group activity module. (keep selected if the program will be entering into group activities).
Require Group Activity Collaborative Detail	If selected, when the program enters group activity information and selects “yes” in the collaborative field, the program will be required to select the organization that they collaborated with.
Display Strategic Goals in Performance Report	CSC specific field

Field	Description	Required Field
FISCAL		
Allow Copy Budget	By default programs cannot copy their budget from year to year, however if you want to allow the program to copy their previous year's budget, select this check box.	
JWB/GP – SAMIS Interface – Custom Fields for JWB		
PB/MIP SAMIS Interface – Custom fields for PB CSC		
OPTIONAL FIELDS		
Optional fields	Enter in any additional information in any optional additional fields as applicable. The CSC may elect to utilize up to 10 miscellaneous program information fields. (For example: year funded, Contract Manager, etc.). These fields get assigned to the CSC through CSC Maintenance (see CSC Maintenance for information on assigning these fields.)	

Edit an Existing Program

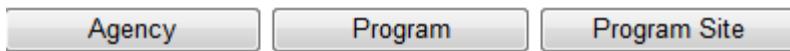
1. Search for the Agency
2. Select the Program
3. Edit the fields as necessary

The Save All bottom will appear when data has been changed. Select Cancel All to void any changes that are made.

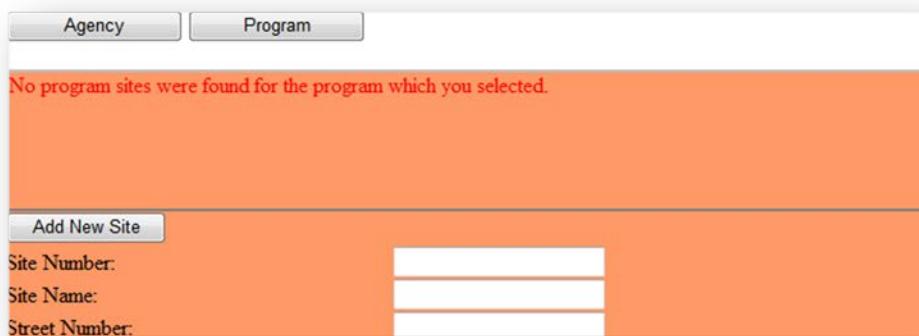
Set up Program Sites

Program sites can be assigned to a program and maintained under the **Agency/ Program Maintenance** module for Programs that have been set up in SAMIS. Program sites are not required and can be used by some and not all the programs set up in SAMIS. There can be more than one Program Site per Program, such as daycare sites or treatment locations. Reports can be run by selecting a program site and will contain only information pertaining to the selected sites.

1. Select the either the (program site icon)  for the program you wish to set up or edit or select the Program Site button displayed below.



2. Select the Add New Program Site button. The following page will display.



A screenshot of a computer interface showing a window titled "Add New Program Site". At the top, there are three buttons: "Agency", "Program", and "Program Site". Below these buttons, a message in red text reads "No program sites were found for the program which you selected.". At the bottom left, there is a button labeled "Add New Site". To the right of this button, there are four input fields stacked vertically, each with a label: "Site Number:", "Site Name:", and "Street Number:". The entire window has a light orange background.

2. Complete data entry and Save All. The following screen will appear with a message that the information has been saved successfully.

The screenshot shows a software interface with two tabs at the top: "Agency" and "Program". The "Program" tab is selected. Below the tabs is a message: "Your changes have been saved successfully." A table below the message displays program site information. The columns are labeled: Site Number, Site Name, Services Participants, Site Type, Site Address, City, State, Zip Code, Contact, Phone, Open Date, and Close Date. The data in the table is as follows:

	Site Number	Site Name	Services Participants	Site Type	Site Address	City	State	Zip Code	Contact	Phone	Open Date	Close Date
	X	1 Site 1	Yes	Elementary	123 westrn AVE N	Kenneth City	FL	33709	Evelyn Priceless	727-555-4545	12/01/2011	

Editing Program Sites

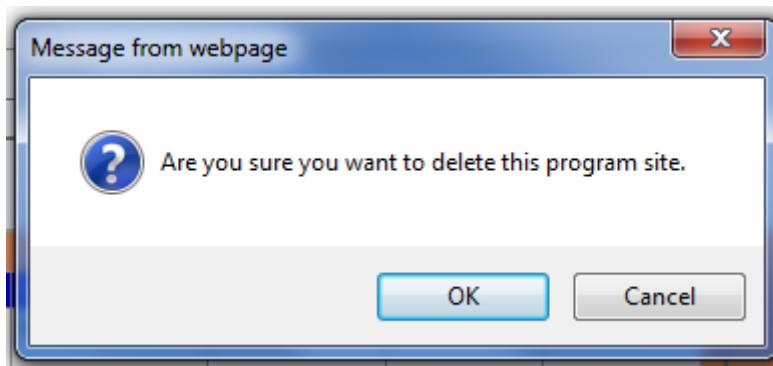
To edit a Program site, repeat the set up process and edit the fields then Save All.

1. Search for the Agency
2. Select the Program
3. Select the Program Site
4. Edit the fields as necessary

Deleting Program Sites

To delete a site, select the X from the grid and select OK. See message below.

		Site Number	Site Name	Services P
	X	1	Site 1	Yes



Copy Program Site



You can copy a Program Site by selecting the copy icon

		Site Number	Site Name	Services P
	X	1	Site 1	Yes

Program Site Report

A site report is available on the Agency/Program grid 

Program Sites ABC Agency - A Great Program					
Site Name Site Number	Open Date Close Date	Site Type ServiceClien	Address City, State ZipCode	ContactPerson ContactPhone	
Site Two 345		Elementary Yes	1437 S Belcher RD Clearwater, FL 33764		
Site One 123		Preschool Yes			
Kelly Test 555		Preschool Yes	111 Test ST St. Petersburg, FL 33701		
site Three		Elementary Yes	Clearwater, FL 33765		

This report can also be run from Consolidated Reporting.

Chapter 6 – Fiscal

This chapter will review the modules and CSC functions that relate to the fiscal side of SAMIS. The general uses of Fiscal in the SAMIS system are to create a program budget, have the ability to do budget amendments, reimburse the programs with CSC dollars, and run reports of fiscal data.

A new SAMIS Module has been added, called **Position Management**. It is designed to provide a mechanism to track positions and the staff that fill those positions, thus allowing the CSC and agency to understand turnover at the agencies. Thus providing history pertinent to the positions including the personnel who fill those positions.

Position Management module also includes three reports: **Agency Vacancy Report, Program Vacancy Report and the Turnover By Program Report.**

The following table lists each of the modules related to the fiscal side of SAMIS and indicates whether they are used for Fiscal setup by the CSC user, Fiscal setup by the agency user, on-going agency functions, on-going CSC functions or reporting. *Instructions related to the agency setup and on-going agency functions can be found in the Agency User Fiscal Manual.*

Module Name	Fiscal setup by CSC User	Fiscal setup by Agency User	On-going CSC functions	On-going agency Functions	Reporting
Add New Position			X	X	
Adjustments			X		
CSC Administration (Reimbursement Options)	X				
CSC Contract Report					X
Define Fringe Percentages		X			
Fiscal Search			X	X	
Funder Amendment			X	X	
Funders	X				
General Ledger (GL)	X				
GL Categories	X				
GL Overages	X				
Great Plains Export			X		
JWB Contract Report					X
Manual Payments			X		
My Approval Queue			X	X	
Program Allocation	X				
Program Funders		X			
Reimbursement Dates			X		
*Sources of Revenue			X	X	
Special Conditions	X				
Undo Workflow Approval			X		
Workflow Search and Replace			X	X	

Workflow Approval Chain Setup	X	X			
Workflow Queue Administration			X	X	
*Module is no longer utilized but remains in SAMIS for historical purposes					

Chapter 7 - Fiscal Setup for CSC Users

This chapter will identify the modules that an Organization must configure prior to implementing the Fiscal functionality in SAMIS. The modules will be found by accessing the SAMIS Main Menu and include features in the *Fiscal Functions* and *Administrative Functions* group including CSC Administration (Reimbursement Options), General Ledger, GL Categories, GL Overages, Funders, Program Allocation, Workflow Approval Chain Setup, and Special Conditions.

Program Allocation

This module is used by CSC staff to input a program's approved allocation(s) for a fiscal year. This must be done each fiscal year before agencies can create a budget. If new allocations are given during the fiscal year after the original budget is created, they can also be entered into this module and then a budget amendment should be generated to make the budget match the new allocation.

From the **SAMIS Main Menu**, select **Program Allocation**.

Program Allocation

Training

[Log Out](#) [Announcements](#)

Fiscal Year: 11-12

Agency - Program: Center For Hearing & Co - Family Strengthening 2011 - 11-

Search **New Allocation**

Return To Menu

Entering a New Allocation

1. From the Program Allocation page select the **Fiscal Year** drop down box for the year in which to apply the allocation.
2. **Select** the **Agency and Program** from the drop down in which the allocation will be applied
3. **Select** the **New Allocation** button. The following page will display.

The screenshot shows a form titled "Allocation Form". It includes fields for "Agency - Program" (Boys and Girls Clubs - BLAST), "Fiscal Year" (05-06), "Allocation Type" (Continuation - Original), "Allocation Amount" (0.00), "Approval Date" (with a calendar icon), "Comment" (a large text area), and buttons for "Save" and "Cancel". Below the form is a "Return To Menu" button.

4. Select the **Allocation Type** from the drop down list. This list is a custom list defined by the Organization and populated by the SAMIS Team.
5. Enter the Allocation Amount in the allocation amount field for this program and type of allocation.
6. Enter the date the allocation was approved in the **Approval Date box**.
7. Enter any comments regarding the allocation in the **Comment box**.
8. Select **Save** to save the changes or **Cancel** to return to the previous page without saving.

Search and Edit Existing Allocations

1. From the **Program Allocation** page select the **Fiscal Year** drop down box, for the fiscal year in which to apply the allocation.
2. Select the **Agency and Program** from the drop down in which the allocation will be applied
3. From
4. Select **Search**, the following screen will display listing all allocations already setup for

and

The screenshot shows a "Program Allocation" page with a "FY-2012" dropdown menu. Below it is a search bar with "A Great Agency - A Great Program" and buttons for "Search" and "New Allocation". A table lists allocations with columns: Approval Date, Allocation Amount, Allocation Type, User ID, and Contract Number. One row is shown with values: 10/01/2011, \$100,000, Original, tcevalo, and blank. At the bottom is a "Return To Menu" button.

	Approval Date	Allocation Amount	Allocation Type	User ID	Contract Number
	10/01/2011	\$100,000	Original	tcevalo	
		\$100,000			

the agency/program fiscal year.

5. Select the blue arrow next to the allocation you wish to edit. The screen will refresh allowing any edits to the allocation type, allocation amount, or comments.

6. Edit the fields as necessary. Once the changes are made, select **Save** to save the changes or **Cancel** to return without saving.

Program Allocation



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Fiscal Year:	<input type="button" value="FY-2012"/>
Agency - Program:	A Great Agency - A Great Program
	<input type="button" value="Search"/> <input type="button" value="New Allocation"/>
Allocation Type:	Original
Allocation Amount:	100,000
Approval Date	10/01/2011 <input type="button" value=""/>
Comment:	<input type="text"/>
Contract Number:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

#	Approval Date	Allocation Amount	Allocation Type	User ID	Contract Number
▶	X	10/01/2011	\$100,000	Original	fcevallo
		\$100,000			

There are two reports available in Consolidated Report Module /Budget.

1. The **CSC Allocation report** will provide a total of the entire program's allocations and compare them against budget figures. This report can be run by Classification.
2. The **Allocation Detail report** provides the detail of each allocation type by CSC, Classification, Agency, or Program and can be run by one specific allocation type or by all.

General Ledger

Before Budgets, Budget Amendments or Reimbursements can be setup, general ledger account numbers must be setup. This is because all fiscal areas utilize general ledger accounts to track dollars. The General Ledger module is used to set up the general ledger accounts viewed in the fiscal modules of SAMIS by all programs at the CSC. It also provides a place for input of specific descriptions of each account. Only expense accounts can be modified or inactivated they may be classified as expense, per diem or unit cost. Salary and fringe items can be added but not changed or inactivated without re-coding the database.

Select **General Ledger** from the **SAMIS Main Menu**.

Juvenile Welfare Board
of Pinellas County

GL Maintenance



ID	Account Descr	Active
1	569.120 Regular Salaries and Wages	True
2	569.210 FICA	True
3	569.220 Retirement Contributions	True
4	569.230 Life and Health Insurance	True
5	569.240 Workers Compensation	True
6	569.250 Unemployment Compensation	True
7	569.310 Professional Services	True
48	569.544 Educational Training	True
49	569.590 Depreciation	True
50	569.600 Other/Miscellaneous	True
51	569.640 Machinery & Equipment (Capital Outlay)	True
52	569.660 Books, Publications, and Library Materials (Capital)	True

New | Back

Entering a New GL Account

1. Select **New** from the bottom of the **GL Maintenance** screen.

2. Enter the **Account** number (example: 569.220) in the **Account** field.
3. Enter a **Short Description** (this will show on the fiscal screens of SAMIS) in the **Short Description** field.
4. Enter a **Long Description** which is displayed when agencies mouse over the item on Budget Detail SAMIS.
5. If the GL is a **Unit Cost** or **Per Diem**, **check the appropriate box**. IF this is Expense Account, you do not need to make a selection. (See chart below. Select a type (either Expense or Salary) in the **Type** field to identify whether this account is an Expense or Salary/Fringe account.
6. Select **Save**.

GL Account Detail

[Log Out](#) [Announcements](#)

ID	14
Account	Exp.400
Short Description	Travel and Per Diem
Long Description	This includes the costs of public
Unit Cost	<input type="checkbox"/>
Per Diem	<input type="checkbox"/>
Active Flag	<input checked="" type="checkbox"/>

[Save](#) [Back](#)

Type of Expense Items

Unit Cost	Collect unit cost, # of units, third party payments, CSC amount & match amount in Reimbursement
Per Diem	Collect client ID, check date, service provided, check amount & CSC amount in Reimbursement
Expense	Collects check number, check date, vendor, check amount & CSC amount in Reimbursement

Edit an Existing GL Account

1. From the GL **Maintenance** screen, click on the **Account** hyperlink for the GL item that you want to edit.
2. Change the information in the appropriate field(s). *If the Active field is unchecked, the GL account item will not displayed in SAMIS.*
3. Select **Save**.

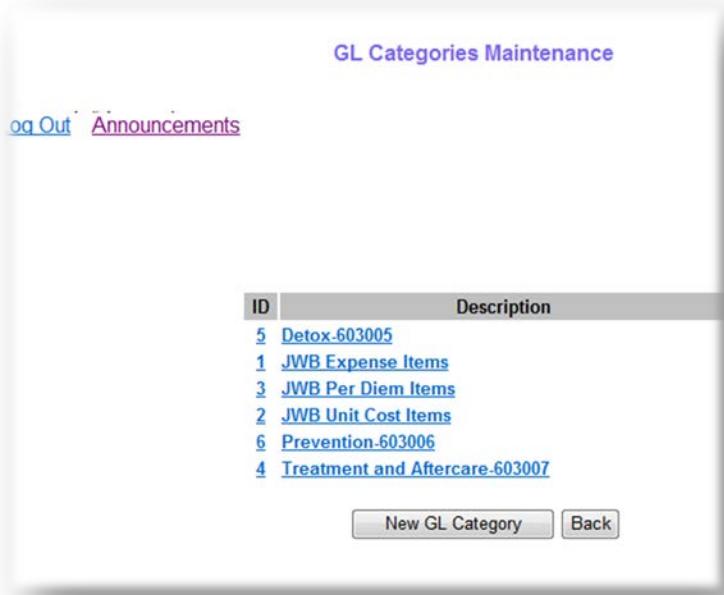
NOTE: Newly added GL items will be added when agencies copy the previous year's budget. In addition, if a budget is in EDIT status and a new GL is added, that GL item will be available the next time the budget is edited.

GL Categories Maintenance

Each general ledger account must be associated with a GL Category. This module allows the Organization to set up GL (general ledger) category names. GL categories are categories that can contain one or more related general ledger items and then grouping them together in the reimbursement. GL Categories are only utilized in the Reimbursement module allowing the Organization to configure SAMIS to allow users to exceed a GL expense line by an approved percent as set up in the GL Overages module. *If the CSC does not utilize categories for overages, the Organization must still associate all GL items with a GL Category and set overages to 0% (See next section, - GL overages). A generic category can be setup labeled for instance "Organizational Expense Items" and associate all GL accounts with this category for appearance and easier navigation.*

Set Up New GL Category

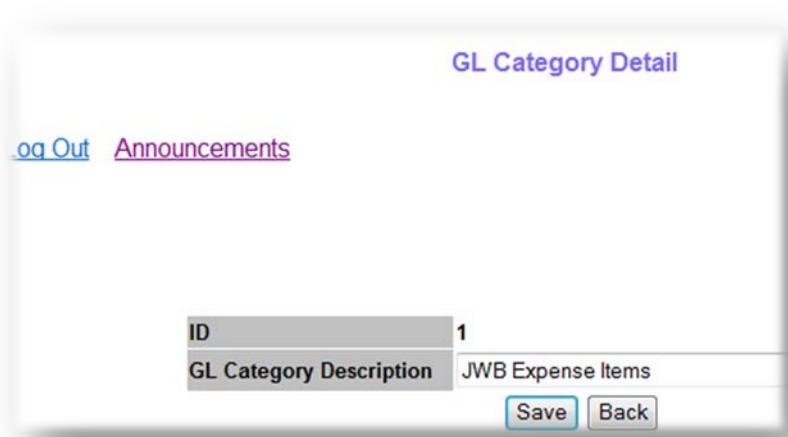
1. Select **GL Categories** from the **SAMIS Main Menu**.



2. Select **New GL Category** from the **GL Categories Maintenance** screen
3. Enter the category description in the **GL Category Description** text box.
4. Select **Save** to save the changes or **Back** to disregard the changes and go back.

Edit an Existing GL Category

1. From the **GL Categories Maintenance** screen click on the hyperlinked ID number or the underlined description for the description you wish to edit.



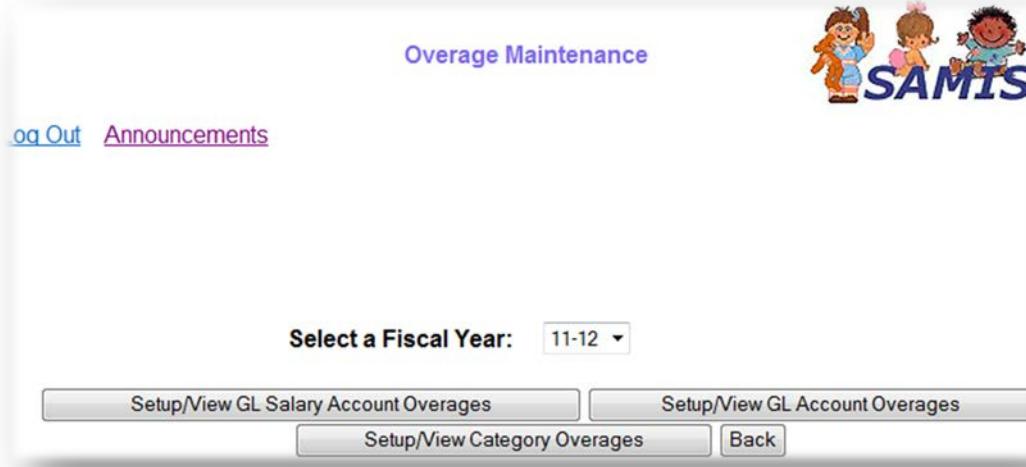
2. Change the description text as needed in the **GL Category Description** text field.
3. Select **Save** to save the changes or **Back** to disregard the changes and go back to the previous page.

GL Overages Maintenance

Once GL items are setup and Categories have been created, this module is used to associate the general ledger items to specific GL categories. It also enables the CSC to set overage percent allowed on general ledger items or on GL categories within the reimbursement module. Even if the CSC does not utilize categories or allow overages in categories or GL items the CSC must setup one generic category (i.e. CSC Expense Items) and associate all GL accounts with this category with zero allowance for overages in the GL accounts and categories.

VERY IMPORTANT: This must be setup before each fiscal year begins. It is very important that this maintenance be performed before any reimbursements for the select fiscal year are created. Once a reimbursement has been created for the select FY for any program, no changes to this module can be made within that fiscal year.

Select **GL Overages** from the **SAMIS Main Menu**.



Setup/View GL Account Overages

This section of the GL Overages maintenance is where GL line items can be associated to the GL categories. It also allows the user to specify percent's that agency users will be allowed to go over on specified GL Accounts in the Reimbursement module.

Associating GL Accounts to Categories

1. From the **Overage Maintenance** screen, select the FY from the **Select A Fiscal Year** drop down box.

2. Select **Setup/View GL Account Overages** to get to the **Setup GL Account Overages** screen.
3. All GL Accounts set up will be displayed in the **GL Description** Column. All available GL Categories will be displayed under the **Category** drop down boxes. For each **GL Description**, use the **Category** drop down box to select the associated category.

GL Description	Overage %	Category
Accounting and Auditing	100	Travel
Administrative Cost	100	Travel
Advertising	100	Travel
Bank Services	0	JWB Expense Items
Books	0	JWB Expense Items
Books, Publications, and Library Materials (Capital)	0	JWB Expense Items
Communication-Internet	0	Utilities
Repair & Maintenance Services - Property	0	JWB Expense Items
Residential Per Diem	0	JWB Expense Items
Subscriptions	0	JWB Expense Items
Transportation	0	JWB Expense Items
Travel and Per Diem	0	JWB Expense Items
Utility Services	0	JWB Expense Items
Vehicle Repair and Maintenance Services	0	JWB Expense Items
Water/Sewer/Sanitation	0	JWB Expense Items
Save GL Account Overages		Back

Assigning Overage Percent Allowed to GL Accounts

1. Enter the percent overage allowed in the **Overage %** column for each appropriate **GL Description**
2. Select **Save GL Account Overages** to save the changes or select **Back** to disregard the changes and return to the previous screen.

Setup/View Category Overages

This section of the GL Overages maintenance is where Category overages can be assigned.

Select a Fiscal Year: 11-12 ▾

Setup/View GL Salary Account Overages Setup/View GL Account Overages

Setup/View Category Overages Back

1. Select **Setup/View Category Overages** from the **Overage Maintenance** screen.
2. Enter any allowed category overages in the **Overage %** column for the corresponding **Category Name**.
3. To *inactivate* a category, uncheck the **Active?** column.
4. To display or hide the GL accounts associated with a category and the overages for the displayed GL accounts; select the **Show/Hide** hyperlink under the column **GL Accts.** for the corresponding Category name.
5. Select **Save Category Overages** to save the changes or **Back** to disregard the changes and return to the previous page.

Setup Category Overages

Category Name	GL Accts.	Overage %	Active?
JWB Expense Items	Show/Hide	10	<input checked="" type="checkbox"/>
Travel	Show/Hide	10	<input checked="" type="checkbox"/>
Utilities	Show/Hide	10	<input checked="" type="checkbox"/>

GL Account Overage %

Accounting and Auditing	100
Administrative Cost	100
Advertising	100
Mikes new Account	0

Save Category Overages **Back**

Funders

SAMIS has the ability to track other non-CSC or Organizational funding information for the program. First a general funder list must be setup by the Organization. Then the programs can associate themselves with the appropriate funders from this general list utilizing the Program Funders Module. Once a program has been associated with a funder, this funder information will display in the budget and the program can provide detail or summary information on this funder regarding the actual funds it receives. This can be combined with the Organization/CSC funds to create a holistic view of the program budget.

Once the budget is complete, the Organization can require that funder information be updated throughout the year utilizing the **Funder Amendment** module or track actual funds received through the **Reimbursement Module** at the detail or summary level.

The Funders module is strictly used by the Organization to develop a list of funders that can be associated with any of the programs the Organization/CSC funds. The other modules **Program Funders and Funder Amendments** are utilized by the agency staff to setup program funder information. Instructions on these modules can be found in the **Agency Fiscal User Manual**.

Adding New Funders

1. Click the **Funders** hyperlink under **Administration Functions** on the SAMIS Main Menu.

Existing Funders		
Funder Type	Funder	Active
Cash	Cash Forward from Fund Balance	✓
Fundraising	Charity Event(s)	✓
Fundraising	Corporate Donations / Contributions	✓
Fundraising	Individual Donations / Contributions	✓
Fundraising	Miscellaneous Donations / Contributions	✓

2. Type the name of the funder in the **Funder Name** text box.
3. Select the **Funder Type** from the drop-down menu. (see below for information on Funder Types)
4. Click the **Add** button. The funder will be added to the list of existing funders.

Funder Types

Funder Types offer a general classification for the types of funders from which agencies associated with your Organization/CSC may be receiving funding. *Funder Types must be set up by the Statewide SAMIS Administrator prior to defining specific funders available.* Examples of Funder Types include: Government, Private, Other. The list can be specific such as United Way of Tampa Bay, Dept. of Children and Families, or other local funding groups.

Editing Existing Funders

1. Click the **editing icon** next to the existing funder you wish to edit.
2. Make any necessary changes to the funder information.
3. Click the **Save** button.

The screenshot shows a web-based application interface for managing funders. At the top, there is a form with fields for 'Funder ID', 'Funder Name' (with a text input field), 'Funder Type' (with a dropdown menu), and 'Active' (with a checked checkbox). Below this form are three buttons: 'Reset', 'Add', and 'Back'. The main area is titled 'Existing Funders' and contains a table with five rows of data. The columns are labeled 'Funder Type', 'Funder', and 'Active'. The data rows are:

Funder Type	Funder	Active
Cash	Cash Forward from Fund Balance	✓
Fundraising	Charity Event(s)	✓
Fundraising	Corporate Donations / Contributions	✓
Fundraising	Individual Donations / Contributions	✓
Fundraising	Miscellaneous Donations / Contributions	✓

Deactivating Funders

1. Click the **editing icon** next to the existing funder you wish to deactivate.
2. **Uncheck the active checkbox.**
3. Click the **Save** button.

CSC Administration Maintenance (Reimbursement Options)

The **CSC Administration Maintenance** is used to select options in various areas of SAMIS that pertain to all programs set up in the CSC database to use SAMMIS. While there are many options in this module only the **Reimbursement Option** is applicable. The other options will be discussed in this manual in their perspective sections, see below.

<u>Other Functions</u>	<u>Chapter in this manual to find instructions</u>
Measurable Objective Options	Case Data Gathering Setup
Reimbursement Options	Fiscal Setup for CSC Users
Client Identifier Field Availability	Case Data Gathering Setup
Program UOS Options	Program Units of Service Setup

Reimbursement Option

The **Reimbursement Option** enables the CSC to select whether the reimbursement expense balances will be displayed in the reimbursement module. **This should only be selected if overages are allowed on the GL or category level.**

To enter the **Reimbursement Options** screen, select the **Reimbursement Options** radio button from the CSC Administration screen. The following screen will appear.

1. Check the **Show all reimbursement expense balances** check box to display expense balance with category and GL overages in the reimbursement module.
2. Select **Save** to save the changes.

The screenshot shows a software interface for 'CSC Administration Maintenance'. At the top, there is a horizontal menu bar with several items. Below the menu, a large title reads 'CSC Administration Maintenance (Reimbursement Options)'. Underneath the title, there is a table with two columns: 'Other Functions' and 'Chapter in this manual to find instructions'. In the 'Other Functions' column, the 'Reimbursement Options' row is highlighted with a blue background. The 'Chapter in this manual to find instructions' column lists 'Fiscal Setup for CSC Users' for the highlighted row and 'Case Data Gathering Setup' for the other three rows. Below the table, there is a section titled 'Reimbursement Expense Page Options' with a checked checkbox labeled 'Show all reimbursement expense balances'. At the bottom of the screen, there is a 'Save' button.

Other Functions	Chapter in this manual to find instructions
Measurable Objective Options	Case Data Gathering Setup
Reimbursement Options	Fiscal Setup for CSC Users
Client Identifier Field Availability	Case Data Gathering Setup
Program UOS Options	Program Units of Service Setup

Reimbursement Expense Page Options

Show all reimbursement expense balances

Workflow

Workflow is the fiscal approval process in SAMIS. It essentially is the automation of a business process, during which documents, information or tasks are passed from one user to another for action, according to a set of predefined rules. This process is applied to the Budget, Budget Amendment, Budget to Actual and Reimbursement processes in SAMIS. Workflow must be setup on both the agency and CSC side before Budgets, Reimbursements, Budget to Actuals or Budget Amendments can be created. Please refer to the Fiscal Workflow Administration Manual for instructions on setting up workflow and administering changes to workflow.

Chapter 8 – On-Going Fiscal CSC Functions

Once the initial setup is performed by the CSC (see Fiscal Setup by CSC User Chapter) and the agencies have finished their setup and begun working on budgets, there are on-going tasks that must be performed by employees of the CSC. These tasks include: reviewing/approving budgets, budget amendments and reimbursements; and managing adjustments, manual payments, fiscal date changes. This chapter provides instruction on these on-going tasks.

My Approval Queue

One of the most important functions of the CSC employee is to review/approve fiscal documents. This module is utilized to access documents from workflow for review, rejection or approval of Budgets, Budget Amendments and Reimbursements from the CSC side.

Definition of Workflow

Workflow, the fiscal approval process in SAMIS, is the automation of a business process, during which documents, information or tasks are passed from one user to another for action, according to a set of predefined rules. This process is applied to the Budget, Budget Amendment, Budget to Actual and Reimbursement functions in SAMIS.

Workflow is a review process that begins with the creation, review, and submission of a document by an agency to the CSC. The CSC will then review and provide final approval of the document. Once the document is approved, funds can flow from the CSC to the agency. A document can be rejected at any time during the process and returned to the creator. The agency and CSC workflow process must be set up properly before the process is operational.

Users will be assigned to one or more workflow chains or processes, with a specific role assigned in each chain. These chains will be used to automatically determine when users need to take action on an item and exactly what actions can be performed. The users will be assigned a role in the chain as creator, reviewer, submitter, or approver. Instructions of setting users up into a workflow chain can be found in the SAMIS Workflow Administration Manual.

Roles in Workflow

At the CSC level, CSC staff will complete the workflow chain by approving or rejecting the document. Each role has certain permissions assigned to it by the system. The roles and permissions are listed in the table below.

		CSC Roles	
Activity		Reviewer	Approver
Required Position		Optional	Yes
Forward		Yes	

Approve			Yes
Reject		Yes	Yes

Accessing a Document

Once a document is in your queue (you should receive an e-mail) and is awaiting you to take action (forward, approve, reject) on it, it will appear in “My Approval Queue”.

1. From the **SAMIS Main Menu**, select **My Approval Queue**

The following screen will display. Documents awaiting action by the user will display.

2. Select the **Binocular** icon to view the audit trail of the document, OR
3. Select the **Upcoming Workload** icon to view the audit trail of the document, OR
4. Select the **ID** to open the document to review, approve, or reject.



My Workload Upcoming Workload

Amendment
No amendment(s) were found for the search criteria specified.

Budget

ID	Agency-Program	Role	Date Arrived	Status
21449	Boys and Girls Clubs - BLAST	Reviewer	8/9/2004 2:07:02 PM	Submitted

Reimbursement
No reimbursement(s) were found for the search criteria specified.

[Back to Menu](#)

The user can then review the document and take the appropriate action.

Reviewer (optional role)

1. If the user's role is a **Reviewer**, the following buttons will be displayed at the bottom of the document.
2. **Select Forward** to forward the document to the next person in the workflow chain, **OR**
3. **Select Reject** to reject the document and send it back to the creator's queue, **OR**
4. **Select Return to My Approval Queue** without saving.

Forward Reject Back

Final Approver

1. If the user's role is a **Final Approver**, the following buttons will be displayed at the bottom of the document.
2. **Select Approve** to approve the document. This is the last step in the workflow chain, **OR**
3. **Select Reject** to reject the document and send it back to the creator's queue, **OR**
4. **Select Back to My Approval Queue** without saving.

Approve Reject Back

Please Note: Documents can be sorted by column data in My Approval Queue by clicking on the column header.

Reviewing the Budget

Budget Status Explanation

Budget requests go through a series of statuses which control who (Program user or CSC User) may edit the budget request at different stages of the budgeting cycle. There are four possible statuses that may be assigned to any single request; Edit, Submitted, Approved, and Rejected. A budget may have only one status at any given time.

Status	Description	Who May Edit/Change
Edit	As soon as a Budget is created it is in the edit mode. Edit signifies that the Program user has performed some data entry for the request, but has not yet "Submitted" the request to THE CSC for approval. The Status of Edit reflects that the Program user can still change the request.	Program user
Submitted	Submitted signifies that the Program user has completed data entry for a request, and has "Submitted" the request to THE CSC for "Approval". Agency can only view the budget in this status. CSC users may review the request and make comments but cannot change any of the data related to expenses, amounts and narratives	CSC user
Approved	Approved signifies that a CSC user has reviewed and approved the request. Once a request has been approved, it cannot be edited by CSC or Program users. If the Program user determines the budget requires amendment, the Program user will have to create a budget amendment, and submit it to THE CSC. An approved budget for a FY is required before budget amendments are made or reimbursements can be submitted.	No one
Rejected	Rejected signifies that a CSC user has reviewed the request and rejected it on some basis. The Program user may now edit the request and resubmit the request to THE CSC. Once submitted, it is again in "Submitted" status, and the cycle begins anew.	Program user
		

TAKE NOTE: No budgets will be approved in SAMIS until CSC has a contract signed by both the agency and the CSC Executive Directors.

Once the agency has submitted the budget, agency users are told that they should call or e-mail their Contract Manager to let them know it has been submitted. The Contract Manager can then begin the process of reviewing the budget.

Reviewing and Approving Budgets

To review a budget in your current workflow queue, enter the My Approval Queue hyperlink on the main menu. Then click the blue, Budget ID hyperlink under the appropriate budget.

The **Budget Approval** screen is displayed. This screen is the main budget screen in SAMIS. From this screen, the user can view the fiscal year, agency, program, The CSC allocation and the current budget status from the budget header information. The program budget, the budgeted CSC allocation and CSC amended budget broken out by salary and expense categories can also be viewed in the detail section of this page.

To view the underlying detail of an account, the user can select the hyperlink for each item (GL account number) and the corresponding detail will be displayed.



TAKE NOTE:

1. The CSC allocation in the budget header is input by CSC. The bottom line in the CSC allocation column typically should equal this amount.
2. For details on what should have been included under each GL account number, please view the **Chart of Accounts** included in the appendix of the **Program Agency User Manual**.

Agency - Program:	Happy Agency- Happy Program
Fiscal Year:	04-05
CSC Program Allocation:	\$185,000
Budget Status:	Submitted
Reviewed By:	davidh

Salary Accounts

Account #	Title	Program Budget	CSC Allocation	CSC Amended
569.120	Regular Salaries and Wages	83,120	61,620	61,620
569.210	FICA	6,359	6,359	6,359
569.220	Retirement Contributions	7,100	4,550	4,550
569.230	Life and Health Insurance	4,000	3,300	3,300
569.240	Workers Compensation	600	600	600
569.250	Unemployment Compensation	700	600	600
	Salary Totals:	101,879	77,029	77,029

Expense Accounts

Account #	Title	Program Budget	CSC Allocation	CSC Amended
569.310	Professional Services	0	0	0
569.311	Professional Services/Workshops	0	0	0
569.320	Accounting and Auditing	0	0	0
569.321	Bank Services	0	0	0
569.330	Court/Legal Services	0	0	0
569.340	Other Contractual Services	0	0	0
569.350	Investigations	30,000	20,000	20,000
569.400	Travel and Per Diem	3,555	3,555	3,555
569.401	Conference	0	0	0
569.402	Transportation	29,999	28,000	28,000
569.410	Communications-Telephone	0	0	0
569.411	Communications-Long Distance	0	0	0

Budget Position Review

The **Position** screen can be viewed by selecting any Salary or Fringe line item's account number. This screen displays salary or fringe information by position. All positions funded by this program (whether or not they have a CSC allocation) must be included in the **Budget Position** screen.

Agency - Program:	ABC, Inc. - A Really Great Program						
Fiscal Year:	07-08						
CSC Program Allocation:	\$290,665						
Budget Status:	Approved						
Reviewed By:	Isahulka						
Account:	569.120 - Regular Salaries and Wages						
Position	Staff	Exp Hours/Wk	% Time In Program	Program Salary & Wages	CSC Salary Alloc	Program Fringe	CSC Fringe
Call Center	Other Tax (13002)	40	100	00 100	0 005	0 700	0 400
Narrative:	8/18/2007 Due to budget cuts and programs being defunded there were layoffs and reductions in the hours for the remaining employees. We have also eliminated the call center manager and have replaced some of the duties with						
Back							
Program Funders	Executive Director	Mouse, Micki (13044) (13020)	40	100	0	0	0

Program Funders

Funder	Salary	FICA	Retirement	Life & Health Insurance	Workers Compensation	Unemployment Compensation	Total Fringe
Gertrude Pinensmasher Foundation	22,000	0	2,550	700	0	100	3,350
Totals:	22,000	0	2,550	700	0	100	3,350



TAKE NOTE:

To identify which account's **Salary Review** screen you are in, look at the account name in the top left hand corner of the screen.

Narratives for the Salary Review Screens

Each item in the salary and fringe portion of the budget that contains dollar amounts in any column must include a narrative in the **Item Comments** section.

Position	Last Name	Hours/Wk	% Time In Program	Program Salary & Wages	CSC Salary Alloc	Program Fringe	CSC Fringe
New	New	0	0	0	0	0	0
Exec Dir	New	40	100	52,000	32,000	4,678	4,628
teacher	New	20	100	17,120	16,120	7,210	4,510
admin asst	New	40	50	14,000	13,500	6,871	6,271

Narrative: 4/22/2004 Salary Narrative

Back

Guidelines for Budget Salary and Fringe Narratives

Below is a list of the salary and fringe accounts and guidelines for the content of the narrative box should contain:

Regular Salary and Wages

- How many positions are in the program?
- Were any position amounts increased/decreased significantly from the previous year and if so, why?
- Are any positions in-kind?
- What is the total amount of in-kind positions?
- How many positions does THE CSC support?
- Is there any significant change in CSC support for these positions from the previous year and if so, why?

FICA

- Show the formula: Total salaries budgeted in the program (less in-kind) $\times .0765 = ?$

Retirement

- For each position, show how the amount shown in the column Program Retirement Contributions was calculated.
- Provide a grand total of all calculations.

Life and Health Insurance

- For each position, show how the amount shown in column Program Life and Health Insurance was calculated.
- Provide a grand total of all calculations.

Worker's Compensation

- Show formula for how the total budgeted worker's compensation figure for all positions was calculated.

Unemployment Compensation

- Show formula for how the total budgeted unemployment compensation figure for all positions was calculated.

Viewing Each Position

To view the allocations for each position, click on the name of the position on the Salary and Fringe Screen. A screen similar to the one below will appear.

Position:	Exec Dir		
Last Name:	New		
Hours/Week:	40		
% Time In Program:	100		
Weeks Funded (Optional):	<input type="text"/> Only use when Gross Amount is annualized.		
Account	Gross	Program Allocation	CSC Allocation
Regular Salaries and Wages	52,000	52,000	32,000
FICA (7.65%)	3,978	3,978	3,978
Retirement Contributions	100	100	50
Life and Health Insurance	100	100	100
Workers Compensation	200	200	200
Unemployment Compensation	300	300	300
Total Fringe:	4,678	4,678	4,628

Program Funders

Funder:	Gertrude Pinensmasher Foundation
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Funder	Salary	FICA	Retirement	Life & Health	Workers	Unemployment
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Viewing Operating Expenses

The **CSC Budget Expense Detail** screen can be viewed by selecting the hyperlinked Operating Expense account number from the **Budget Approval** screen.

Agency - Program:	GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention										
Fiscal Year:	04-05										
CSC Program Allocation:	\$185,000										
Budget Status:	Submitted										
Reviewed By:	davidh										
Account:	569.402 - Transportation										
Narrative:	4/22/2004 Transportation Narrative										
Valid Mathematical Characters:	$= * \times + / ()$ $= 500 * 60 + 3 - 4$										
Sample:	$(5 - 3) * 2 + 7$										
Calculation Result:	29,999										
Total amount funded by CSC:	28,000										
Program Funders											
Funder:	Gertrude Pinensmasher Foundation										
<table border="1"><thead><tr><th>Funder</th><th>Original Total</th><th>Comment</th></tr></thead><tbody><tr><td>United Pay</td><td>1,999</td><td>United Pay wants to pay this.</td></tr><tr><td colspan="2">Funder Totals:</td><td>1,999</td></tr></tbody></table>			Funder	Original Total	Comment	United Pay	1,999	United Pay wants to pay this.	Funder Totals:		1,999
Funder	Original Total	Comment									
United Pay	1,999	United Pay wants to pay this.									
Funder Totals:		1,999									

The **Expense Item Comment** should include a narrative, which describes all items in the line item and shows how the cost is calculated. It is very important that the budgeted amount be thoroughly explained so that the reader can understand how the figure was developed. This narrative will be displayed in the contract.

Additional justification should be included for “significant” increases/decreases (+10% or a \$500 change, whichever is less) in all-operational expenses that the program has experienced.

Calculation Results

The **Calculation** field is a mathematical field the agency used to figure the total amount budgeted in the program for the line item. The results of the calculation are displayed in the **Calculation Results** field. This amount is the program budget amount for the line item.

The **Total Amount Funded by CSC** field is the CSC budget for the line item.



TAKE NOTE:

Item 569.494 – Administrative Cost: If the program chooses to budget this line item, it must provide a computation for the Agency's administrative cost rate. Administrative costs cannot include any of the direct program costs. The budgeted Administrative Cost Rate cannot exceed 20%. CSC cannot reimburse for depreciation, capital or in-kind as part of its allocation for administrative costs. CSC's funding of administration costs cannot exceed 20% of the allocation for direct program costs. In the narrative for this item, show the derivation of how the cost figure for this program was calculated and explain the increase or decrease.

Item 569.640 and 569.660 – Capital Outlay: All capital expenditures in excess of \$750 should be listed and should include a brief explanation of need for each such item.

Other Funder Budgets

Within the budget, agencies should be entering other funder information (i.e. United Way, DCF, private foundation, etc.) This information can be captured at the Summary Level (lump sum contribution made by another funder), at the Detail Level (contributions from another funder towards specific line items), or at both levels. The CSC policies determine the level of detail entered by agency staff. CSC-level Reviewers and approvers are able to review other funder contributions towards the overall program budget. Summary-Level information appears at the bottom of the budget; Detail-Level information appears with each line item and is also summarized along with the Summary-level information.

* To add a detail level program funder click on any general ledger account.

Summary Funder: Government - Local (City/Country) - City of Largo Add Summary Funder

Program Funders
Summary Funder(s)

Funder Type	Funder	Total	Comment
Government - Local (City/Country)	City of Largo (Summary)	200	
	Summary Funder Totals:	200	

Detail Funder(s)

Funder Type	Funder	Total
Sub Contracts	Help A Child (Detail)	1,220
In-Kind	In-Kind Services (Detail)	1,200
	Detail Funder Totals:	2,420
	Funder Grand Totals:	2,620

Comment Log
History: New

Add Comment:

Email Comment: Your session will expire in about 19 minutes and 45 seconds.

Trusted sites 100%

Reviewing A Budget Amendment

The agency's **budget amendment** section allows the designated program user to move dollars between General Ledger (GL) items or positions within an approved budget. Budget Amendments cannot exceed the CSC Allocation. Budget amendments should not affect the program methodology, minimum service levels, goals, etc. They should only address dollar changes to line items within the approved program budget for the fiscal year. Budget amendments may not be used to request new dollars from the CSC. If new dollars are awarded during the fiscal year for New and Expanded, Equipment and Renovation, etc., CSC staff will create, edit and approve a budget amendment putting the new dollars in the appropriate line items.

Budget Amendment Status Explanation

There are up to four stages in the budget process. Each stage or status, determines what the user views and ability to edit information. Each stage is assigned a status-edit, submitted requested or approved. A budget can have only one status.

Status	Description
Edit	When a Budget Amendment is created it is considered in edit mode. Edit indicates that the Budget Amendment is still on the agency side of the workflow chain. The Creator may have saved the Budget Amendment for editing or forwarded the Budget Amendment for review or submission. The Budget Amendment has not yet been "Submitted" to the CSC by the Submitter for approval. The Budget Amendment must be in or returned to the Creator's queue for any changes.
Submitted	Submitted indicates the submittor has "Submitted" the request to the CSC for "Approval". The agency can only view the Budget Amendment in this status through Fiscal Search or Consolidated Reports. CSC Reviewers will review the request and make comments but cannot change any of the data related to expenses, amounts, etc.
Approved	Approved indicates that the CSC Approver has reviewed and approved the request. The Budget Amendment can't be edited by the CSC or Program users once it is approved; the document is no longer in any user's workflow queue. If the Program user determines the Budget Amendment requires amending, a Budget Amendment must be completed and submitted to the CSC. An approved Budget for a FY is required before budget amendments or reimbursements can be performed.
Rejected	Rejected indicates that a Reviewer or Submitter at the agency level or a CSC Reviewer or CSC Approver has reviewed and rejected the request. The Creator may again edit the request and forward the document to the Submitter for submission to THE CSC. Once re-submitted, it is again in "Submitted" status, and the cycle begins anew.

Budget Amendment Levels for Approval

Budget Amendments have four possible levels. The level is based on the line item or aggregate amount of transfer within the budget amendment. Who can authorize approving a budget amendment is based on the budget amendment level. Below is a list of the possible levels and the authorizing party.

Level 1	Agency authority to decide on transfer, however the Contract Manager must approve within SAMIS.
Level 2	CSC Contract Manager authority to approve
Level 3	CSC Program and Finance Director's authority to approve
Level 4	CSC Executive Director authority to approve

In all cases, the budget amendment should not be approved in SAMIS until the appropriate authority approves.

Budget Amendment Report

The Budget Amendment Report can be run through Consolidated Reports. Alternately, you can click the **report icon** in the My Workload view of My Approval Queue or in Fiscal Search. **This report should be run landscape.**

Amendment	ID	Agency-Program	Role	Date Arrived	Status
	18866	City of St. Petersburg - PROVIDE	Final Approver	1/13/2004 11:17:17 AM	Submitted
	18865	YWCA - YGirls	Final Approver	1/13/2004 11:17:06 AM	Submitted



TAKE NOTE:

1. Only one budget amendment can be open at a time in edit, submitted or rejected status. Another budget amendment cannot be created until all others are approved.
2. CSC Users cannot view Budget Amendments in EDIT status.

Budget Amendment Review

The **Budget Amendment Review** screen is the main budget amendment page. This screen allows the CSC employee to view increases, decreases, or transfers of salary/fringe or expense account funds.

Viewing Specific Salary/Fringe Transfers

To view specific salary/fringe transfers by position, select the appropriate hyperlinked account title from the salary/fringe portion of the budget amendment.



Budget Amendment Review									
Agency - Program:		ABC, INC. - A Test Program							
Fiscal Year:		01-02							
Current Status:		Submitted							
Title	Original CSC Budget	Amended CSC Budget	Current Unspent Balance	+ Transfer	- Transfer	Narrative	Revised Amended Budget	Revised Unspent Balance	
Regular Salaries and Wages	31,000.00	88,002.00	86,002.00	1,100.00	- 1,500.00		87,602.00	85,602.00	
FICA	2,371.50	2,371.50	2,371.50	0.00	0.00		2,371.50	2,371.50	
Retirement Contributions	11,000.00	9,000.00	4,000.00	0.00	0.00		9,000.00	4,000.00	
Life and Health Insurance	11,000.00	11,000.00	11,000.00	0.00	0.00		11,000.00	11,000.00	
Workers Compensation	11,000.00	11,000.00	11,000.00	0.00	0.00		11,000.00	11,000.00	
Unemployment Compensation	11,000.00	11,000.00	11,000.00	0.00	0.00		11,000.00	11,000.00	

Column Descriptions:

Title: The GL name.

Original CSC Budget: What the budget looked like at the beginning of the fiscal year, before any amendments.

Amended CSC Budget: Original budget + or – any previous budget amendments

Current Unspent Balance: Amount remaining at the time the budget amendment was created

+ Transfer: Amount being transferred into the corresponding general ledger item.

- Transfer: Amount being transferred out of the corresponding general ledger item.

Revised Amended Budget: Original budget + or – any budget amendments, including the current one.

Revised Unspent Balance: Amount remaining after taking into account the current budget amendment.

**Juvenile Welfare Board
of Pinellas County****Budget Amendment Salary Review**

Agency: ABC, INC.
Program: A Test Program
Period Requested: 01-02
GI Account: Regular Salaries and Wages

Salary Transfer Review

Position	Person Name	Original CSC Budget	Amended CSC Budget	Current Unspent Balance	+ Transfer	- Transfer	Revised Amended Budget	Revised Unspent Balance
IT DIRECTOR	laura	1,000.00	22,001.00	21,001.00	0.00	0.00	22,001.00	21,001.00
janitor	Mouse	20,000.00	30,000.00	30,000.00	0.00	1,500.00	28,500.00	28,500.00

The Salary Transfer Review screen will be displayed.

Column Descriptions:

Positions: All positions listed in the budget.

Person Name: Employees name

Original CSC Budget: What the budget looked like at the beginning of the fiscal year, before any amendments.

Amended CSC Budget: Original budget + or – any previous budget amendments

Current Unspent Balance: Amount remaining at the time the budget amendment was created

+ Transfer: Amount being transferred into the corresponding position for the line item.

- Transfer: Amount being transferred out of the corresponding position for the line item.

Revised Amended Budget: Original budget + or – any budget amendments, including the current one.

Revised Unspent Balance: Amount remaining after taking into account the current budget amendment.

**TAKE NOTE:**

The total **+ Transfer** and **-Transfer** columns do not necessarily have to match. (The user could be moving dollars to/from a salary/fringe item to an expense item.)

Reviewing Operating Expense Transfers

Transfers made to Expense line items can be viewed from the **Budget Amendment Review** screen. Transfers will be displayed in the **+ Transfer or - Transfer** column.



Budget Amendment Review

Juvenile Welfare Board of Pinellas County

Fiscal Year: 01.02
Current Status: Submitted

Title	Original CSC Budget	Amended CSC Budget	Current Unspent Balance	+ Transfer	- Transfer	Narrative	Revised Amended Budget	Revised Unspent Balance
Regular Salaries and Wages	31,000.00	88,002.00	86,002.00	1,100.00	1,500.00	18	87,602.00	85,602.00
FICA	2,371.50	2,371.50	2,371.50	0.00	0.00	18	2,371.50	2,371.50
Retirement Contributions	11,000.00	9,000.00	4,000.00	0.00	0.00	18	9,000.00	4,000.00
Life and Health Insurance	11,000.00	11,000.00	11,000.00	0.00	0.00	18	11,000.00	11,000.00
Workers Compensation	11,000.00	11,000.00	11,000.00	0.00	0.00	18	11,000.00	11,000.00
Unemployment Compensation	11,000.00	11,000.00	11,000.00	0.00	0.00	18	11,000.00	11,000.00
				Salary Totals:	1,100.00			
Professional Services	1,000.00	1,000.00	1,000.00					
Professional Services/Workshops	1,000.00	1,000.00	1,000.00		1,500.00			
Accounting and Auditing	10,000.00	10,000.00	10,000.00	0.00	0.00	ml	1,000.00	1,000.00
Bank Services	30,000.00	30,000.00	30,000.00	0.00	-500.00	lll	500.00	500.00
Court/Legal Services	159.50	159.50	159.50	250.00	0.00	lll	10,250.00	10,250.00
Other Contractual Services	1,999.00	1,999.00	1,999.00	0.00	0.00	lll	30,000.00	30,000.00
Investigations	0.00	0.00	0.00	250.00	0.00	lll	409.50	409.50
Travel and Per Diem	0.00	600.00	600.00	0.00	0.00	lll	1,999.00	1,999.00
Conference	0.00	2,001.00	2,001.00	0.00	0.00	lll	0.00	0.00
Transportation	0.00	0.00	0.00	0.00	0.00	lll	600.00	600.00
				0.00	0.00	lll	2,001.00	2,001.00
				0.00	0.00	lll	0.00	0.00

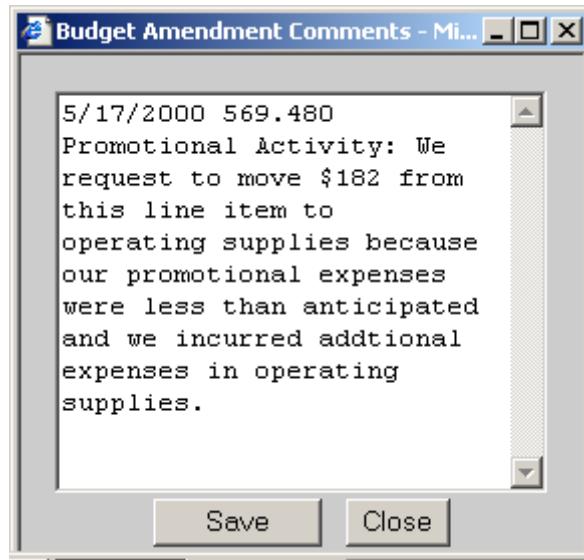
Budget Amendment Narratives

A narrative is required for every GL item that has dollars removed or added. These detailed narratives should include a summary that explains the purpose of the request and allows a total understanding of the submission. The program should address what has occurred that was unanticipated at the time the budget was submitted. Narratives should have been completed for all GL item from which dollars are being moved and for all GL item to which dollars are added.

The **Budget Amendment Review** screen contains links to narratives. Click on the **Page** icon for the Corresponding item you wish to view.

Professional Services/Workshops	1,000.00	1,000.00	1,000.00	0.00	-500.00		500.00	500.00
Accounting and Auditing	10,000.00	10,000.00	10,000.00	250.00	0.00		10,250.00	10,250.00
Bank Services	30,000.00	30,000.00	30,000.00	0.00	0.00		30,000.00	30,000.00
Court/Legal Services	159.50	159.50	159.50	250.00	0.00		409.50	409.50
Other Contractual Services	1,999.00	1,999.00	1,999.00	0.00	0.00		1,999.00	1,999.00
Investigations	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Travel and Per Diem	0.00	600.00	600.00	0.00	0.00		600.00	600.00
Conference	0.00	2,001.00	2,001.00	0.00	0.00		2,001.00	2,001.00
Transportation	0.00	0.00	0.00	0.00	0.00		0.00	0.00

This will open a **Narrative** box.



Forwarding the Budget amendment

If you are acting as a CSC-Level Reviewer and you wish to forward the budget amendment to the next CSC Reviewer or the Final Approver, you must forward the budget amendment.

To Forward the Budget Amendment:

1. Scroll down to the bottom of the **Budget Amendment Approval** screen.
2. To add a permanent comment to the budget amendment, type the message into the Budget amendment Comment Log field. To send a comment via e-mail to the next person in the budget amendment workflow chain, type your message into the e-mail comments box; this message is not a permanent part of the budget amendment document.
3. Click the **Forward** button; only the next person in the workflow chain will receive your e-mail message.

Rejecting the Budget Amendment

If there are incomplete or incorrect portions of the budget amendment, the designated CSC Reviewer or Final Approver may reject the budget amendment, sending it back to the agency to be edited and re-submitted.

To Reject the Budget Amendment:

1. Scroll down to the bottom of the **Budget Amendment Approval** screen.
2. To add a permanent comment to the budget amendment, type the message into the Budget amendment Comment Log field. To send a comment via e-mail to everyone prior to yourself in the budget amendment workflow chain, type your message into the e-mail comments box; this message is not a permanent part of the budget amendment document.
3. Click the **Reject** button. The agency will automatically be notified of the rejection by e-mail.

Approving the Budget Amendment

Providing the budget amendment meets the following approval criteria to reach approval at the appropriate level, the budget amendment may be approved in SAMIS.

General Guidelines for Budget Amendment Approval

1. The program's contract helps to delineate the parameters for budget amendments including dollar amount thresholds, levels and number of budget amendments permitted.
2. Line item changes to administrative cost, mortgage, and capital expenses are not generally approved. Funds received for a specific purposes (such as Equipment and Renovation), generally cannot be transferred to another line item.
3. An excessive number of budget amendments or excessive dollar amounts of transfer, may be denied, require more documentation, or be subject to a higher level of scrutiny.
4. Budget amendments should not affect the program methodology, minimum service levels or goals.
5. Budget amendments cannot be used to request new dollars from THE CSC.

To Approve the Budget Amendment:

1. Scroll down to the bottom of the **Budget Amendment Approval** screen.
2. To add a permanent comment to the budget amendment, type the message into the Budget amendment Comment Log field. To send a comment via e-mail to everyone prior to yourself in the budget amendment workflow chain, type your message into the e-mail comments box; this message is not a permanent part of the budget amendment document.
3. Click the **Approve** button. The agency and all those in the workflow chain will automatically be notified of the approval by e-mail.

**TAKE NOTE:**

1. The program's Contract Manager has 5-15 days to review the budget amendment (depending on the Level).
2. Budget Amendment changes are reflected immediately in the budget and reimbursements. **Therefore, it is best for agencies to submit a budget amendment right after the latest reimbursement request has been approved, and before they start the next reimbursement.**
3. However, since #2 is not always possible, reimbursement items with budget amendments pending will have warning symbols in the reimbursement indicating that the budget amendment is pending. Once the budget amendment is approved the warning symbols will go away.

Reviewing the Reimbursement

The **Reimbursement** section in SAMIS is the module used for agencies to request reimbursement from CSC. There must be an approved budget for the selected fiscal year in order for the agency user to create a reimbursement.

Other Funder Information

If other funder information has been entered into the budget, CSC-level Reviewers and Approvers will be able to review the summary-level, other-funder information applied to each reimbursement.

Reimbursement Status Explanation

There are four status categories for Reimbursement requests - Edit, Submitted, Approved, and Rejected. A reimbursement may have only one status at any given time. The status categories determine who can edit and approve the reimbursement request.

Status	Description
Edit	When a Reimbursement is created it is considered in edit mode. Edit indicates that the Reimbursement is still on the agency side of the workflow chain. The Creator may have saved the Reimbursement for editing or forwarded the Reimbursement for review or submission. The Reimbursement has not yet been “Submitted” to the CSC by the Submitter for approval. The Reimbursement must be in or returned to the Creator’s queue for any changes.
Submitted	Submitted indicates the submitter has “Submitted” the request to the CSC for “Approval”. The agency can only view the Reimbursement in this status through Fiscal Search or Consolidated Reports. CSC Reviewers will review the request and make comments but cannot change any of the data related to expenses, amounts, etc.
Approved	Approved indicates that the CSC Approver has reviewed and approved the request. The Reimbursement can’t be edited by CSC or Program users once it is approved; the document is no longer in any user’s workflow queue. If the Program user determines the Reimbursement requires amending, a Reimbursement must be completed and submitted to CSC.
Rejected	Rejected indicates that a Reviewer or Submitter at the agency level or a CSC Reviewer or CSC Approver has reviewed and rejected the request. The Creator may again edit the request and forward the document to the Submitter for submission to CSC. Once re-submitted, it is again in “Submitted” status, and the cycle begins anew.

View Reimbursement Report

The Reimbursement Detail Report can be run through Consolidated Reports. Alternately, you can click the **report icon** in the My Workload view of My Approval Queue or in Fiscal Search. **This report should be run in landscape.**

Reimbursement							
	ID	Agency-Program	Period	Role	Date Arrived	Status	
	18872		YWCA - YGirls	10/01/03 - 10/15/03	Final Approver	4/16/2004 9:18:49 AM	Submitted

Reviewing the Reimbursement

To review a reimbursement in your current workflow queue, enter the **My Approval Queue** hyperlink on the main menu. Then click the blue, **Reimbursement ID hyperlink** next to the appropriate reimbursement.

This displays the Reimbursement screen. The **Reimbursement** screen is the main reimbursement screen. Details should have been entered by the program under the appropriate **Account #** column. Advances are tracked and can be paid back as part of the reimbursement. Only expense account numbers that have a dollar amount greater than **0** in the **Amended Budget** column will show.

Agency-Program	GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention											
Total Program Allocation	\$ 185,000.00											
Reimbursement Period	10/01/2004 - 10/15/2004											
Current Status	Submitted											
Run Reimbursement Detail Report												
Salary Accounts												
Category	Original Budget	Amended Budget	Pending	Current Request	Ytd Request	Balance						
Regular Salaries and Wages	61,620.00	61,620.00		2,430.00	2,430.00	59,190.00						
FICA	6,359.00	6,359.00		934.00	934.00	5,425.00						
Retirement Contributions	4,550.00	4,550.00		525.00	525.00	4,025.00						
Life and Health Insurance	3,300.00	3,300.00		340.00	340.00	2,960.00						
Workers Compensation	600.00	600.00		90.00	90.00	510.00						
Unemployment Compensation	600.00	600.00		350.57	350.57	249.43						
Salary Totals:	77,029.00	77,029.00		4,669.57	4,669.57	72,359.43						
Expense Accounts												
Category	Original Budget	Amended Budget	Pending	Current Request	Ytd Request	Balance						
JWB Expense Items												
Investigations	20,000.00	20,000.00		545.24	545.24	19,454.76						
Travel and Per Diem	3,555.00	3,555.00		337.42	337.42	3,217.56						
Transportation	28,000.00	28,000.00		1,098.43	1,098.43	26,901.57						
Category Totals:	51,555.00	51,555.00		1,981.09	1,981.09	49,573.91						
Expense Totals:	51,555.00	51,555.00		1,981.09	1,981.09	49,573.91						
Grand Totals:	128,584.00	128,584.00		6,650.66	6,650.66	121,933.34						

Salary and
Fringe
Section

Expense
Section

Other Funder Information	<p>View Additional Funding</p> <p>Funding Organization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Agency Assistance Social Services Funder (Summary)</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td> Sub Funders:</td> <td style="text-align: right;">10,034.00</td> </tr> <tr> <td style="border-top: none;">Grand Total:</td> <td style="text-align: right; border-top: none;">10,134.00</td> </tr> </tbody> </table>		Total	Agency Assistance Social Services Funder (Summary)	100.00	Sub Funders:	10,034.00	Grand Total:	10,134.00	<p>Advances/Adjustments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 20%;">Net Request</th> <th style="text-align: right; width: 20%;">YTD Request</th> </tr> </thead> <tbody> <tr> <td>Net Adjustments:</td> <td style="text-align: right;">1,653.25</td> <td style="text-align: right;">6,303.41</td> </tr> <tr> <td>Net Reimbursement:</td> <td style="text-align: right;">8,303.91</td> <td style="text-align: right;">6,303.41</td> </tr> </tbody> </table>		Net Request	YTD Request	Net Adjustments:	1,653.25	6,303.41	Net Reimbursement:	8,303.91	6,303.41
	Total																		
Agency Assistance Social Services Funder (Summary)	100.00																		
Sub Funders:	10,034.00																		
Grand Total:	10,134.00																		
	Net Request	YTD Request																	
Net Adjustments:	1,653.25	6,303.41																	
Net Reimbursement:	8,303.91	6,303.41																	
<p>Narrative Log</p> <p>04/22/2004 This is my reimbursement narrative. 04/22/2004 I think this is so wonderful. You didn't miss a thing.</p> <p>Narrative</p> <p>Email Comments</p> <p>*Email will only be sent for approvals and rejections unless it was checked in the Approval Chain Setup.</p> <p style="text-align: center;">Approve Reject Back</p>																			

**Advances/
Adjustment
Section.
(Sections
only display
if applicable)**



TAKE NOTE: The **Pending** column will contain a warning symbol for each item that has a budget amendment pending as long as the budget amendment is in edit or submitted status. Once the amendment is approved the symbol will go away.

Reviewing Salary/Fringe Detail

From the main **Reimbursement** page, click on the salary or fringe hyperlinked **account title** to go to the **Reimbursement Salary Review** screen.

The **Reimbursement Salary Review** screen allows the reviewer to view all positions and the amount requested for reimbursement in each line item.

Also on this screen, the reviewer can view the **Payroll Check Run**. This should be the range of check numbers used for the above requested payroll salary amounts for each employee.

Program-Agency		GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention						
Reimbursement Period		10/01/2004 - 10/15/2004						
Position	Name	Salary	FICA	Retirement	Group Ins.	Work Comp.	Unemployment	
New	New	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exec Dir	Bob	1,230.00	430.00	25.00	30.00	20.00	129.34	
teacher	Cindy	1,000.00	204.00	300.00	10.00	20.00	200.00	
admin asst	Larry	200.00	300.00	200.00	300.00	50.00	21.23	
	Totals	2,430.00	934.00	525.00	340.00	90.00	350.57	

Payroll Check Run:

<input type="text" value="1402-1405"/>	<input type="button" value="▼"/>
--	----------------------------------

Payments made for payroll taxes, fringe benefits:

Category	Check #	Date	Payee	Amount
Life and Health Insurance	1406	04/22/2004	Aardvark Insurance	340.00
FICA	1407	04/22/2004	Acme	934.00
			Total	1,274.00

The **Payments made for payroll taxes, fringe benefits** is where all backup information should be listed for the above requested salary and fringe items. (ie, backup that the money requested for Group Insurance was actually paid to the insurance carrier)

Once done reviewing, select **back** to return to main **Reimbursement** screen.

Reviewing Expense Detail

From the Main **Reimbursement** screen, click on the appropriate hyperlink under the **Account Title** column for any items that have an amount in the **Current Request** column.

The **Reimbursement Expense Review** screen will appear.

Program-Agency	GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention		
Reimbursement Period	10/01/2004 - 10/15/2004		
GL Category	JWB Expense Items		
GL Account	Investigations		
GL Account Balance	20000.00		
General Ledger Narratives			
Budget	4/22/2004	4/22/2004	New
Amendment			
Check Num	Check Date	Vendor Name	Totals
1409	04/22/2004	Dewey Chetem PI	545.24
			545.24
			Totals
			545.24
			545.24

The **Reimbursement Expense Review** screen displays General Ledger Narratives for the selected line item from the Budget and any previous Budget Amendments.

All checks related to this line item in which the program is asking for reimbursement, should also be displayed on this page.

Column Definitions:

Check Num: The check number of the check

Check Date: The date listed on the check

Vendor Name: Whom the check was written to

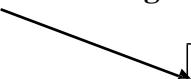
Check Amount: The total amount the check was written for

CSC Reimb: The amount CSC will reimburse

Once done reviewing, select **back** to return to main **Reimbursement** screen.

Viewing Other Funder Information

To view Summary-Level funding from other funders associated with the reimbursement, click the **View Additional Funding** button from the Reimbursement Review Screen.



View Additional Funding	
Funding Organization	Total
Agency Assistance Social Services Funder (Summary)	100.00
Gertrude Pinensmasher Foundation (Detail)	10,034.00
Grand Total:	10,134.00

The information will be displayed on the **Reimbursement Other Funders Screen**.

Agency - Program:	GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention			
Total Program Allocation:	\$185,000.00			
Reimbursement Period:	10/01/2004 - 10/15/2004			
Status:	Submitted			
<hr/>				
Funding Organization	Amount	Amended Funder Amount	YTD Received	Comments
Agency Assistance Social Services Funder (Summary)	100.00	6,900.00	100.00	for transportation
Gertrude Pinensmasher Foundation (Detail)	10,034.00	30,350.00	10,034.00	
Total:	10,134.00			

Reviewing Adjustments in Reimbursements

The Advances/Adjustments button will only appear on a program's reimbursement if there is an outstanding balance in any adjustment. The CSC can only create adjustments. See the Adjustments section of this chapter for instructions on setting up an adjustment for a program.

Three adjustment types currently exist, though a specific program may have all or none of them. Each type is described below.

Advance Adjustment – The agency has requested and/or is given an advance. The agency can either receive a manual payment (check) for the advance amount or can request the advance amount through the reimbursement. If the advance is taken through the reimbursement, the advance action will specify that funds will be provided to the agency/program. This will increase the reimbursement by the advance amount. This adjustment will only display until the funds have been dispersed either through a manual check

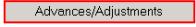
Advance Payback Adjustment – The agency has received the funds for the advance either through a manual check or through a reimbursement and the money is now owed back to the CSC. When funds are entered into this adjustment through the reimbursement, the user will be requested to apply the funds to a specific advance. This will decrease the reimbursement by the advance payback adjustment amount. Advance paybacks will only display if the advance has been taken either through a manual check or payment to the agency/program through a reimbursement.

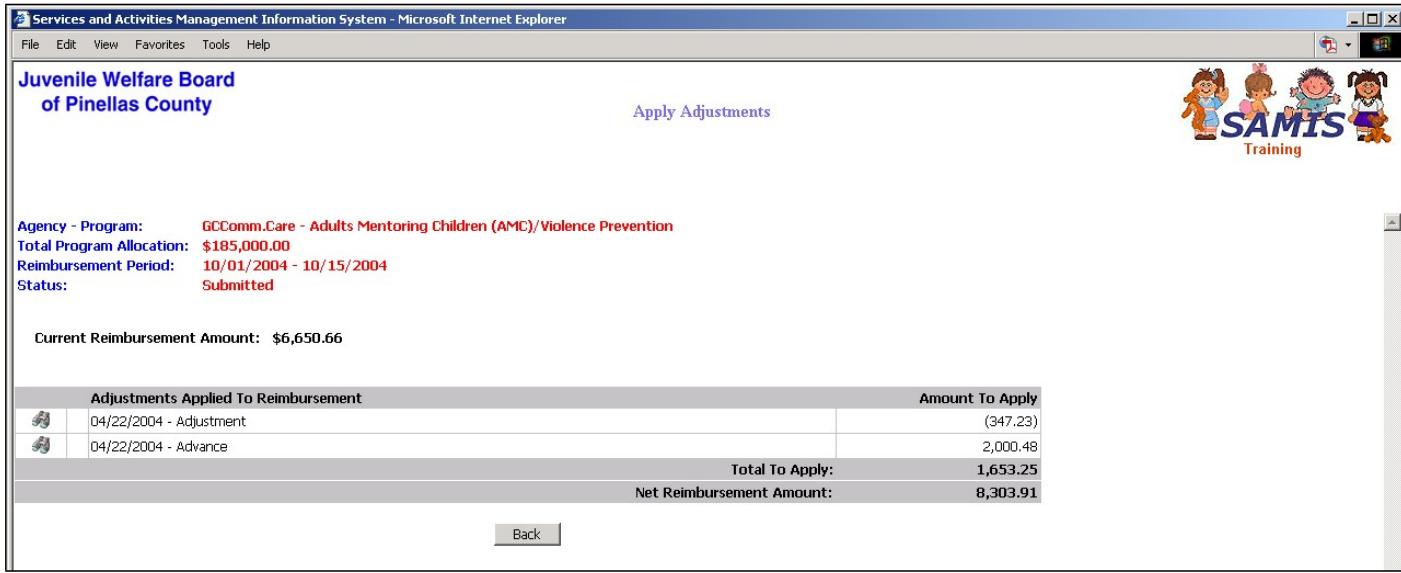
Adjustment – Money is owed to the CSC for some reason (possibly a disallowance from a previous fiscal year or something similar). Comments should note why the adjustment is being made. When funds are entered into this adjustment through the reimbursement, the reimbursement will decrease by the adjustment amount.

The next reimbursement created will reflect any amounts reimbursed to the agency or paid back by the agency.

See the **Adjustments** chapter later in this manual for information on setting up a program's adjustment.

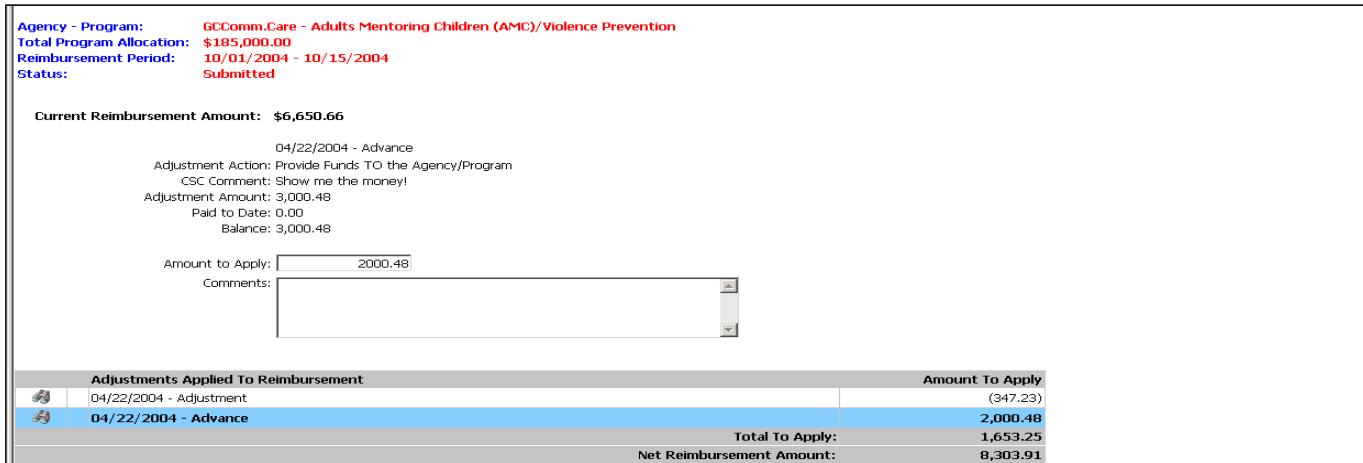
Viewing Adjustment Information

Click the **Advances/Adjustments** button  on the Reimbursement Review Screen. This will bring you to the Apply Adjustments screen where you will see all advances and adjustments taken. Under the Amount to Apply column, numbers in parentheses are taken from the applied adjustment amount and numbers without parentheses are added to the applied adjustment amount. The Total to Apply is then added to the Current Reimbursement Amount to yield a new Net Reimbursement Amount.



The screenshot shows the SAMIS Reimbursement Review screen. At the top right, there is a "Apply Adjustments" button. Below it, the "Juvenile Welfare Board of Pinellas County" logo and the SAMIS Training logo are visible. The main content area displays agency information: Agency - Program: GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention; Total Program Allocation: \$185,000.00; Reimbursement Period: 10/01/2004 - 10/15/2004; Status: Submitted. It also shows the Current Reimbursement Amount: \$6,650.66. A table titled "Adjustments Applied To Reimbursement" lists two entries: 04/22/2004 - Adjustment and 04/22/2004 - Advance. The "Amount To Apply" column shows values in parentheses: (347.23) for the adjustment and 2,000.48 for the advance. The "Total To Apply" is 1,653.25, and the "Net Reimbursement Amount" is 8,303.91. A "Back" button is at the bottom left of the table.

To view information specific to any of the adjustments listed, click the binoculars next to the adjustment you wish to view. This will display the specific information on original adjustment amounts, payments, and balances remaining.



The screenshot shows the "Apply Adjustments" screen. At the top, it displays the same agency information as the previous screen. Below that, it shows the Current Reimbursement Amount: \$6,650.66. A specific adjustment entry for 04/22/2004 is expanded, showing details: Adjustment Action: Provide Funds TO the Agency/Program; CSC Comment: Show me the money!; Adjustment Amount: 3,000.48; Paid to Date: 0.00; Balance: 3,000.48. There is a text input field for "Amount to Apply" containing 2000.48 and a "Comments:" text area. At the bottom, the "Adjustments Applied To Reimbursement" table is shown again, with the "04/22/2004 - Advance" row highlighted in blue. The "Amount To Apply" column shows values in parentheses: (347.23) for the adjustment and 2,000.48 for the advance. The "Total To Apply" is 1,653.25, and the "Net Reimbursement Amount" is 8,303.91.

Adjustments

The last section reviewed how to approve an adjustment. This section will detail how to setup an adjustment so it displays in the agency reimbursement and the agency can pay it back or take it.

The adjustments module allows CSC personnel to create adjustments either positive or negative. Adjustments allow for the repayment of disallowances automatically or for advances to provide a loan to agencies and track payments made by the agency. Payments to the CSC may take place through reimbursements or manual payments.

Types of Adjustments

Below are descriptions of the three types of adjustments that currently exist. More types can be added if an individual CSC wishes; this must be done by the Statewide SAMIS Administrator. Regardless, an adjustment either takes money from a program's reimbursement or adds money to it.

Advance Adjustment – The agency has requested and/or is given an advance. The agency can either receive a manual payment (check) for the advance amount or can request the advance amount through the reimbursement. If the advance is taken through the reimbursement, the advance action will specify that funds will be provided to the agency/program. This will increase the reimbursement by the advance amount. This adjustment will only display until the funds have been dispersed either through a manual check

Advance Payback Adjustment – The agency has received the funds for the advance either through a manual check or through a reimbursement and the money is now owed back to the CSC. When funds are entered into this adjustment through the reimbursement, the user will be requested to apply the funds to a specific advance. This will decrease the reimbursement by the advance payback adjustment amount. Advance paybacks will only display if the advance has been taken either through a manual check or payment to the agency/program through a reimbursement.

Adjustment – Money is owed to the CSC for some reason (possibly a disallowance from a previous fiscal year or something similar). Comments should note why the adjustment is being made. When funds are entered into this adjustment through the reimbursement, the reimbursement will decrease by the adjustment amount.

Creating New Adjustments

1. Choose **Adjustments** from the SAMIS Main Menu under Fiscal Functions. A screen like the one below will appear. Click the **New** button.

The screenshot shows a software interface for creating new adjustments. At the top, there are three radio buttons for 'Level': 'CSC' (unchecked), 'Agency' (unchecked), and 'Program' (checked). Below that is a dropdown menu for 'Program' containing '2-1-1 Tampa Bay Cares - Helpline'. Underneath is a dropdown for 'FY' showing '04-05'. Another dropdown for 'Adjustment Type' has 'Adjustment' selected. At the bottom of the screen are three buttons: 'Search', 'New' (which is highlighted with a red arrow), and 'Back'.

A screen like the one below will appear.

Program: ABC Agency - Youth Leadership Council

FY: 04-05

Adjustment Type: Advance

Adjustment Action: Provide Funds TO the Agency/Program

Adjustment Amount: 4000.34

Approved Payments:

Un-Approved Payments:

Sum of Payments:

Comment Log:

This is a test.

Comment:

Save **Back**

2. Select the appropriate program in the “**Program**” drop down list.
3. Select the appropriate Fiscal Year in the “**FY**” drop down list.
4. Select the appropriate type of adjustment from the “**Adjustment Type**” drop down list.
5. Enter the adjustment amount into the “**Adjustment Amount**” text box.
6. Enter any comments into the “**Comment**” text box.
7. Click **Save** to save your changes. You will be returned to the search screen.

Searching for Adjustments

You can search for adjustments at three different levels—CSC, Agency, and Program.

To Search by Program

1. Choose the **Program radio button**.
2. Select the **Program** from the “Program” drop down list.
3. Select the **Fiscal Year**
4. Select the **Adjustment Type** from the drop down list. You may search by Adjustments, Advances, Advance Pay Back, or All (blank space).

	Date Created	Program	Adjustment Type	Adjustment Action	Amount	User
X	Friday, April 16, 2004	Youth Leadership Council	Advance	Provide Funds TO the Agency/Program	\$4,000.34	dhunsley

To Search by Agency

1. Choose the **Agency radio button**.
2. Select the **Program** from the “Agency” drop down list.

3. Select the Fiscal Year

4. Select the Adjustment Type from the drop down list. You may search by Adjustments, Advances, Advance Pay Back, or All (blank space).

Level:	<input type="radio"/> CSC	<input checked="" type="radio"/> Agency	<input type="radio"/> Program
Agency:	ABC Agency		
FY:	04-05		
Adjustment Type:	Advance		
<input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Back"/>			
Date Created	Program	Adjustment Type	Adjustment Action
X Friday, April 16, 2004	Youth Leadership Council	Advance	Provide Funds TO the Agency/Program
			\$4,000.34 dhunsley

To Search by CSC

1. Choose the **Agency radio button**.
2. **Select the Fiscal Year**
3. Select the Adjustment Type from the drop down list. You may search by Adjustments, Advances, Advance Pay Back, or All (blank space).

Level:	<input checked="" type="radio"/> CSC	<input type="radio"/> Agency	<input type="radio"/> Program
FY:	04-05		
Adjustment Type:	Advance		
<input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Back"/>			
Date Created	Program	Adjustment Type	Adjustment Action
X Friday, April 16, 2004	Youth Leadership Council	Advance	Provide Funds TO the Agency/Program
X Friday, April 16, 2004	Helpline	Advance	Provide Funds TO the Agency/Program
			\$4,000.34 dhunsley \$234.00 dhunsley

Editing Adjustments

To edit Adjustments search for the adjustment, click the **edit icon** next the adjustment you wish to edit, change the appropriate information, and **save the adjustment**.

Date Created	Program	Adjustment Type	Adjustment Action	Amount	User
X Friday, April 16, 2004	Youth Leadership Council	Advance	Provide Funds TO the Agency/Program	\$4,000.34	dhunsley

Deleting Adjustments

To delete an adjustment, click the **delete icon** next to the adjustment. The adjustment will be immediately deleted.

Date Created	Program	Adjustment Type	Adjustment Action	Amount	User
X Friday, April 16, 2004	Youth Leadership Council	Advance	Provide Funds TO the Agency/Program	\$4,000.34	dhunsley

Manual Payments

After a adjustment has been created in SAMIS, the Manual Payments module allows payments to and from the CSC which are not encompassed in a reimbursement to be recorded in SAMIS. Any payment by check should be entered into SAMIS through the Manual Payments module.

How to Add a Manual Payment

You can add a manual payment by doing the following:

1. Click on the **Manual Payments** module under Fiscal Functions in the SAMIS Main Menu.
2. Choose the **Program** from the drop down menu.
3. Select the **Fiscal Year** from the FY drop down menu.
4. Choose the “**Provide Funds TO the Agency/Program**” or “**Receive Funds FROM the Agency/Program**” next to Action.
5. Click the **New** button.

Date Created	Program	Action	Check #	Amount
Monday, April 19, 2004	Armory Sports Camp	Provide Funds TO the Agency/Program	2345	\$4,000.24

How to Search for a Manual Payment

1. Click on the **Manual Payments** module under Fiscal Functions in the SAMIS Main Menu.
2. Choose the **Program** from the drop down menu.
3. Select the **Fiscal Year** from the FY drop down menu.
4. Choose to search by “**Provide Funds TO the Agency/Program**” or “**Receive Funds FROM the Agency/Program**” next to Action.
5. Click the **Search** button. A list of all manual payments for the selected fiscal year will appear.

Editing a Manual Payment

1. Search by the program and fiscal year as outlined in the previous section.
2. Click on the edit icon next to the payment you wish to modify. A screen similar to the one below will appear. You will only be allowed the change the check number, date, and/or comment.

Action:	Provide Funds TO the Agency/Program
Program:	City of Clearwater - Armory Sports Camp
FY:	03-04
Payment Date:	10/1/2003
Check Number:	2345
Check Amount:	4000.24
Check Comment:	Check Comment
<input type="button" value="Save Check"/>	
Applied Adjustments	Amount to Apply
	Total Applied: \$ 0
	Remaining Check Balance: \$ 4000.24
<input type="button" value="Back"/>	

3. Click the Save Check button. The screen will refresh.
4. Click the back button to return to the previous menu.

Deleting a Manual Payment

1. Search by the program, fiscal year, and Action as outlined in the previous section.
2. Click on the delete icon  next to the payment you wish to delete. The manual payment will be deleted immediately.

Fiscal Search

Although My Approval Queue is where users should go to perform an action on a fiscal document (such as approve a reimbursement), once the action has been taken the document is no longer viewable through My Approval Queue. Fiscal Search provides a central area to view all fiscal documents for a selected program and fiscal year no matter what the status of the document is and whose queue it is in.. The Fiscal Search page is accessed directly from the main menu. This page serves as a way to view information for Reimbursements, Budgets and Budget Amendments.

After selecting a program and fiscal year, a summary view of the budget, amendments and reimbursements will be displayed. This view will replace the current search result pages for these fiscal areas. In the Budget section, clicking on the Budget ID will open a read only version of the program budget page. In the Amendments section, clicking on the report icon will run the budget amendment report. Clicking on the Amendment ID will open a read only version of the budget amendment page. In the Reimbursements section, clicking on the report icon will run the reimbursement detail report. Clicking on the Reimbursement ID will open a read only version of the reimbursement page.

Agency - Program: Agency Test - Program Omega 

Fiscal year: 01-02 

Budget		
ID	Status	Date Approved
74	 Approved	10/15/2001

Amendment(s)		
ID	Status	Date Approved
 7664	 Rejected	
 89	 Approved	11/23/2001

Reimbursement(s)				
ID	Period	Status	Date Approved	
 127	 06/20/02 - 07/20/02	Submitted		
 64	 01/01/02 - 06/19/02	Approved	06/25/2001	
 223	 11/20/01 - 12/31/01	Approved	01/15/2002	
 26	 10/20/01 - 11/19/01	Approved	11/20/2001	

Funder Amendments

Approved budgets contain the original other funder amounts either on the detail or summary level. However, during the fiscal year there may be times when these amounts need to be modified. Since approved budgets cannot be modified, the Funder Amendments module should be utilized to make changes to the other funder amounts during the fiscal year.

Funder amendments do not go through Workflow and therefore do not have an approval process. However, CSC Users will want the ability to monitor funder amendments. Since entering is an Agency function, please refer to the Agency Program Manual for information on entering. To view funder amendments, follow the directions below.

1. From the Samis Main menu, **select Funder Amendment**. The following page will display.
2. Select the agency and program from the **Agency – Program** drop down list.
3. Select the fiscal year from the **Fiscal Year** drop down box. All of the funders that have been assigned to this program through the **Program Funders** module will display along with the funder type and the data capture description.
4. Select the appropriate funder that requires modification by selecting the **View/Edit Icon** to the left of the funder name.

The screenshot shows the 'Funder Amendment Summary' page. At the top, there is a logo for 'Juvenile Welfare Board' and 'The Children's Services Council of Pinellas County'. Below the logo, there are dropdown menus for 'Agency - Program' (set to 'ABC, Inc. - A Really Great Program') and 'Fiscal Year' (set to '07-08'). A table titled 'Program Funders' lists various funders categorized by type. Each row in the table includes a 'View/Edit Icon' to the left of the funder name. The table has columns for 'Funder Type', 'Funder', 'Data Capture', and 'Comments'. A 'Back' button is located at the bottom of the page, and a session expiration message is at the very bottom.

Funder Type	Funder	Data Capture	Comments
Fundraising	Restricted Donations / Contributions	GL Level (Detail)	
Government - Local (City/County)	City of St. Petersburg	Budget Level (Summary)	
Government - Local (City/County)	Other County in Florida (specify)	Budget Level (Summary)	
Government - Local (City/County)	Pinellas County Community Development	Budget Level (Summary)	
Grants/Foundations	Pinellas County Community Foundation	Budget Level (Summary)	
Grants/Foundations	United Way	Budget Level (Summary)	
Other/Miscellaneous	Miscellaneous Funding (specify)	Budget Level (Summary)	
Sub Contracts	City of St. Petersburg	Budget Level (Summary)	

Viewing Budget Level (Summary) Funders

If a Funder has been setup as capturing data on the budget level (summary), the following page will display when the view/edit icon for that item is selected. The amendment column is the amount added or subtracted from the original budget amount. Subtracted amounts will have a minus (-) sign before the number.

Use the **Back** button to return to the previous screen.

Summary Funder(s)					
Funder Type	Funder	Funder Original Budget	Funder Amendments	Funder Amended Budget	Comments
Government - Local (City/County)	City of St. Petersburg	7,000	2,000	9,000	
Funder Totals:		7,000	2,000	9,000	

Viewing GL Level (Detail) Funders

If a Funder has been setup to capture data on the GL Level, the following page will display when the view/edit icon for that item has been selected. This page will display all salary, fringe and expense account items and any originally budgeted funder amounts for the selected funder and fiscal year.

Agency - Program:	ABC Program - A Really Great Program			
Fiscal Year:	03-04			
Program Funders				
Funder	Funder Type	Data Capture	Comments	
Agency Provided Funding	Cash	GL Level (Detail)		
Department of Juvenile Justice	State	GL Level (Detail)		
Healthy Start	State	GL Level (Detail)		
Jacksonville Jaguars Foundation	Private Foundation	GL Level (Detail)		
Salary Accounts		Funder Original Budget	Funder Amendments	Funder Amended Budget
569.120	Regular Salaries and Wages	20,000	0	20,000
569.210	FICA	578	0	578
569.220	Retirement Contributions	0	0	0
569.230	Life and Health Insurance	0	0	0
569.240	Workers Compensation	0	0	0
569.250	Unemployment Compensation	0	0	0
Expense Accounts		Funder Original Budget	Funder Amendments	Funder Amended Budget
730	Program Consultants and Contractual	0	0	0
740	Other Consultants and Contractual -- Legal	0	0	0
741	Other Consultants and Contractual -- Audit	0	0	0

Viewing Salary and/or Fringe Funder Amounts on the Detail Level

To view funder information on the salary/fringe line, follow these steps.

1. Select the salary/fringe account by selecting the title of the Salary and Fringe account name. The following page will display.
2. Select the position title for the position that requires editing of funder information.

Agency - Program:	ABC Program - A Really Great Program
Fiscal Year:	03-04
CSC Program Allocation:	\$30,000
Budget Status:	Approved
Reviewed By:	Ipeele
Funder:	Department of Juvenile Justice
Account:	569.120 - Regular Salaries and Wages

Position	Last Name	Original Funder Budget	Amendments	Amended Funder Budget
Program Worker	Jones	15,078	0	15,078
Executive Director	Smith	5,500	0	5,500

[Back](#)

3. Review the line item amendments for the selected position. Use the **Back** button to return to the previous screen.

Position:	Program Worker
Last Name:	Jones

Title	Funder Original Budget	Funder Amendments	Funder Amended Budget	Comments
Regular Salaries and Wages	15,000	-500	14,500	comments go here
FICA	78	78	156	Comments go here.
Retirement Contributions	0	0	0	
Life and Health Insurance	0	0	0	
Workers Compensation	0	0	0	
Unemployment Compensation	0	0	0	
Totals:	15,078	-422	14,656	

[Save](#) [Back](#)

Add New Position

The New Position Module allows an agency user to add a new position that has been set up in the Position Management Module to an approved budget. The CSC employee must approve the position before it will display in the budget, budget amendments, and budget reports. Once the position is approved, agency users can create a budget amendment and move CSC dollars to the new position, if the CSC funds the position in any part. The position will not be displayed in subsequent reimbursement until CSC dollars have been allocated to the position.

Reviewing and approving the new position

From the SAMIS Main Menu, select Add New Position. The New Position Search screen will display.

Juvenile Welfare Board
of Pinellas County

New Position Search

SAMIS
Training

Agency-Program: African American Lead. - North Greenwood Community Family Center

Fiscal Year: 02-03

Search | Back

1. Select the Agency and program from the Agency-Program drop down box.
2. Select the Fiscal Year from the Fiscal year drop down box
3. Select Search

The New Position Search Results screen will display.

Position	Last Name	Hours/week	% Time in Program	Status
Test	English	40	100	Approved
Test two position	Funny	40	25	Approved
<u>Assistant</u>	Smith	40	100	Submitted

Back

4. Click on the position title for the position you want to review.

The **New Position Maintenance** screen will display.

Position Assistant
Last Name Smith
Hours/Week 40
Percentage of Time in Program 100

	Gross	Program Allocation
Regular Salaries and Wages	21,520.00	21,520.00
FICA (7.65%)	1,646.28	1,250.00
Retirement Contributions	45.26	45.00
Life and Health Insurance	12.00	0.00
Workers Compensation	45.25	15.00
Unemployment Compensation	15.00	15.00
Total Fringe	\$1,763.79	\$1,325.00

Update Status To:

Approving the New Position

Approving the position will make the position part of the budget. Providing the position is complete to the Contract Manager's satisfaction, the position may be approved in SAMIS.

To **approve** the position: Leave the **Selected Status** field as approved and select **Save**.

Rejecting the New Position

Rejecting the position will enable the agency user to either delete the new position or edit it.

To **reject** the position: Change the **Update Status to** drop down box to Rejected and select **Save**.

Reimbursement Dates

This module enables the CSC user to change the Period Begin and/or End dates of a reimbursement. It may be necessary to change Begin dates occasionally as reimbursements should include all days where funding is being requested and not have gaps in between reimbursements. It may also be necessary to change End dates occasionally as reimbursements cannot overlap or be created for a date less than the ending date on the previous reimbursement.

In addition, since all reimbursement periods must be within the fiscal year and reimbursement dates cannot overlap, at the end of the fiscal year if a final reimbursement is necessary after the last reimbursement was done, it may be necessary to change the end date of the last reimbursement to allow for a final reimbursement for the year to be performed.

Example: If the CSC fiscal year ends on 09/30/2004 and the last reimbursement was done for the period 09/01/2004-09/30/2004, no other reimbursements can be created for that fiscal year. If the end date of that last reimbursement could be moved back (say to 09/25/2004), another reimbursement can be performed during the fiscal year for the period 09/26/2004-09/30/2004.

Editing Reimbursement Dates

1. Select the agency – program that you want to edit from the **Agency – Program** drop down list. The last reimbursement that was created will be displayed.
2. The dates can be changed by highlighting the text and re-typing the correct date or by clicking on the **Calendar** icon next to the Period Begin or the Period End and selecting the new date from the calendar.
3. Select **Save** to save the changes, or **Return to Menu** to return without saving.

If any reimbursement date rules have been violated, a message will appear stating the issue and your changes will not save until the issues have been corrected.

Juvenile Welfare Board
of Pinellas County

Reimbursement Dates

Agency - Program: Family Resources - On Campus Intervention Program (OCIP)

Reimbursement ID: 11040

Period Begin: 11/01/2004

Period End: 11/30/2004

Status: Approved

Save

Return To Menu

Undo Workflow Approval

Occasionally documents (budgets, budget amendments, and reimbursements) may be approved by mistake, either by selecting the wrong button or realizing after it was approved that it should not have been. This module can be utilized (by CSC staff only) to un-approve documents (budgets, budget amendments or reimbursements) that had been previously approved.

The following business rules are in place for each document type. In addition the following considerations should be looked at before attempting to un-approve a document:

Business Rules - Budget

- A budget will only display if no budget amendments or reimbursements exist which correspond to this budget

Considerations – Budget

- Has a contract already been signed for the approved budget? If yes, so how do you handle changes that could be made to the budget as a result of un-approving?

Business Rules - Budget Amendment

- Only the latest budget amendment will be displayed (defined by the Amendment ID)

Business Rules - Reimbursement

- Only the latest reimbursement will be displayed (defined by the Reimbursement ID)

Considerations – Reimbursement

- Has payment already been made to the agency for the reimbursement you are un-approving? If yes, how do you handle changes that could be made to the reimbursement that could change the amount owed to the agency?

Business Rules - General

- The user undoing the approval does not have to be in the workflow queue
- The document will always be sent back to the final approver's queue
- The status of the document will be set to "submitted"
- A line will be added to the audit trail when the document is "unapproved"
- An email will not be sent when a document is "unapproved"

Undoing an Approval

1. From the **SAMIS Main Menu, Select Undo Workflow Approvals.** The following screen will display.

Agency - Program: GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention
Fiscal Area: Amendments
Search

2. **Select** the Agency and Program from the **Agency-Program** drop down box.
3. **Select** the fiscal are (Budgets, Amendments or Reimbursements) from the Fiscal Area drop down box.
4. **Select Search.** The following screen will display based on the search criteria you entered.

Agency - Program: GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention
Fiscal Area: Amendments
Search

Budget Amendment			
ID	Agency-Program	FY	Date Approved
21506	GCComm.Care - Adults Mentoring Children (AMC)/Violence Prevention	03-04	09/17/04

Undo Approval

5. **Select** the Undo Approval to unapproved the document and send it back to the approver's queue.

The document will be moved to the approvers queue. The approver must then reject the document if the document needs to be edited.

Great Plains Export

Once reimbursements are approved in the SAMIS system, this module can be utilized to select approved reimbursement from SAMIS that should be exported into the Great Plains Accounting System. This module requires that the CSC utilizes Great Plains as their accounting system for payment to agencies. This export will export the required information as needed for payment from SAMIS to a text file which in turn can be imported into Great Plains. *Currently only the CSC in Pinellas is utilizing this feature.*

Before the export can be performed several fields must be configured under Program Maintenance (can be found earlier in this manual). These fields identify the SAMIS figures with accounts that are setup in Great Plaines. The fields required for setup include: Invoice GL Account, Advance GL Account, Positive Adjustment GL Account, and Negative Adjustment GL Account.

1. From the **SAMIS Main Menu Select Great Plains Interface**, the following screen will appear.
2. **Enter in the Approval Dates From and To**, to select the date range you wish to view reimbursements for.

of Pinellas County

Great Plains Interface

Approval Dates From: 10/01/2003 To: 10/31/2003 Search

Show All Non-Exported

3. **Select Search** to receive a list of all reimbursements within the date range, **OR**
4. **Select Show All Non-Exported** to list only those reimbursements that have never been exported to Great Plains before.
5. By **Selecting Search or Show All Non-Exported**, the following screen will display. This screen will display either all reimbursements or those not exported (depending upon what was selected).

Approval Dates From: [] To: [] Search

Show All Non-Exported

Export	Payment Method	Last Export Date	Agency-Program	Start Date	End Date	Gross	Net Adjustments	Net Total
<input checked="" type="checkbox"/>	E		Alpha-A Beginning, Inc.-Residential Program	3/1/2004	3/31/2004	18,931.82	0.00	18,931.82
<input checked="" type="checkbox"/>	E		Operation PAP-Adolescent Residential Center	3/1/2004	3/31/2004	31,646.10	0.00	31,646.10
<input checked="" type="checkbox"/>	E		Operation PAP-ALPHA	3/1/2004	3/31/2004	3,663.93	0.00	3,663.93
<input checked="" type="checkbox"/>	E		Operation PAP-BETA	3/1/2004	3/31/2004	21,853.02	0.00	21,853.02
<input checked="" type="checkbox"/>	E		Operation PAP-Chemical Abuse Prevention Services	3/1/2004	3/31/2004	26,264.22	0.00	26,264.22
<input checked="" type="checkbox"/>	E		Operation PAP-COSA at the Child Development and Fa	3/1/2004	3/31/2004	21,896.15	0.00	21,896.15
<input checked="" type="checkbox"/>	E		Youth Devel. Initiatives-Precious Pearls	10/1/2006	10/16/2006	4,060.00	2,000.00	6,060.00

Email: lpeele@jwbpinellas.org

Export | Cancel | Back

Export	Payment Method	Last Export Date	Agency-Program	Start Date	End Date	Gross	Net Adjustments	Net Total
<input type="checkbox"/>	C		Alpha-A Beginning, Inc.-Residential Program	3/1/2004	3/31/2004	18,931.82	0.00	18,931.82
<input type="checkbox"/>	E		Operation PAR-Adolescent Residential Center	3/1/2004	3/31/2004	31,646.10	0.00	31,646.10
<input checked="" type="checkbox"/>	E		Operation PAR-ALPHA	3/1/2004	3/31/2004	3,663.93	0.00	3,663.93
<input checked="" type="checkbox"/>	C		Operation PAR-BETA	3/1/2004	3/31/2004	21,853.02	0.00	21,853.02
<input checked="" type="checkbox"/>	E		Operation PAR-Chemical Abuse Prevention Services	3/1/2004	3/31/2004	26,264.22	0.00	26,264.22
<input checked="" type="checkbox"/>	E		Operation PAR-COSA at the Child Development and Fa	3/1/2004	3/31/2004	21,896.15	0.00	21,896.15
<input checked="" type="checkbox"/>	E		Youth Devel. Initiatives-Precious Pearls	10/1/2006	10/16/2006	4,060.00	2,000.00	6,060.00

Email:

5. All checked reimbursement would be exported. **Check or Uncheck** reimbursements in the **Export** column to select which reimbursements will be exported to Great Plains.
6. The payment method C (Checks) or E (Electronic Fund Transfer) is used to determine which type of payment will be utilized to pay the agency. This will always default to what was entered on the Program screen. To change the payment type, use the pull down menu under the Payment Method column.
7. The e-mail will always default to the current logged in users e-mail. This may be changed if necessary as the export files are e-mailed to the user in the **e-mail text box**.
6. **Select Export** to export the files. The user indicated in the e-mail box could receive up to two e-mails for the export. Exports for checks and Electronic Fund Transfer are sent separately.
8. **Select Cancel** to return to a new search without exporting or **Back** to return to the **SAMIS Main Menu**.

Once this step is complete, the export from SAMIS is complete. Users can refer to the **SAMIS AP Integration Documentation** in the Fiscal Department for instructions on importing into Great Plains.

Chapter 9 – Program Overview

This chapter will review the modules and CSC functions that relate to the Program side of SAMIS. There are different modules on the program side of SAMIS that allow the Organization to capture service Participant and Group level data from Programs. SAMIS is modularized allowing the Organization to customize the approach to data collection, there are several that are dependent. The different areas of the program side of SAMIS include:

Program Wait list	Attendance Tracking EDI*
Case Data Gathering (CDG)	Group Activities
Performance Measures*	Volunteer Activities
Units of Service*	EDI*
Attendance*	Reverse EDI*
Consolidated Reports	

*Topics not covered in this manual. Refer to a specific user manual – *Electronic Data Interchange, Attendance Tracking EDI, Reverse EDI, Performance Measures (PM) Administration Module*, and the *Program User Manual* for PM user data entry.

The following table lists each of the modules related to the program side of SAMIS (Except the items marked above) and indicates whether they are utilized by the agency or CSC User. All Agency User functions can be found in the *Program User Manual*.

Module Name	CSC User	Agency
Case Data Gathering (CDG)		X
Group Activities		X
Volunteer Activities		X
Program Units of Service		X
Adjusted Program Units of Service		X
Program Units of Service Rapid Fill		X
Adjusted Program Units of Service Rapid Fill		X
Performance Measures Quick Entry		X
Client Waiting List		X
CDG Data Cleansing	X	X
Manual Performance Measures (PM)	X	
Analysis of Outcome		X
Quarter Commentary		X

Module Name	CSC User	Agency
Event Types	X	
Minimum Service Levels	X	
CDG Optional Fields	X	
Program Units of Service Setup	X	
Calendar Maintenance		X
Program Wait List	X	
Program Units of Service Adjustment Dates	X	
Ethnicity	X	
Cities	X	
Household Income	X	
Referral From	X	
Closing Reason	X	
Activities/Services	X	
Classification	X	
Race	X	
Zip Codes	X	
Referred To	X	
Grade Highest	X	
Reason for Participation	X	
*PIC List Maintenance	X	
Client Identifier Field	X	
CSC Administration (Client Identifier Field Availability, Performance Measures Options, Program Units of Service Options)	X	

Chapter 10- Program Wait List

The SAMIS system has the capability of tracking a program wait list. Participants can be moved from the wait list directly into CDG if they begin receiving services or are taken off the list because they moved out of town, no longer are in need of service, or other reasons configured by the Organization/CSC. The purpose of this module is to allow the Organization/CSC to track waiting lists of funded programs to provide data for better decision making regarding service level needs.

The CSC must setup the wait list module and give access to the Program. This chapter reviews the setting up of the wait list. The *Program User Manual* provides details on how the program can enter participants onto the waitlist and move them off the waitlist into CDG or indicate other reasons they are no longer on the list.

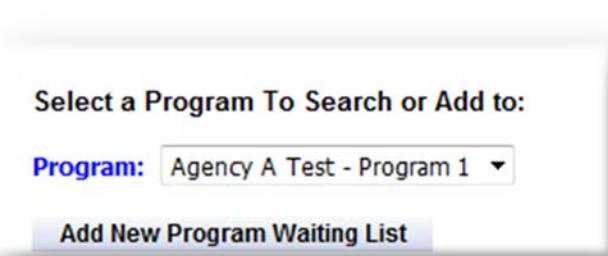
Under, [**Chapter 5, Getting Started, Program Maintenance**](#) select **Allow Waiting List** for each program that will be maintaining a waitlist.

Program Waiting List

This module is utilized by CSC employees to setup waitlists for a program. In this module the CSC user can name a wait list and assign it to a program. Once a wait list has been setup by the CSC, agency users will have the ability to enter clients onto the wait list

Setting up a Program Wait List

1. From the **SAMIS Main Menu/Administrative Functions/** select **Program Wait List**. The following screen will display.



2. **Select** from the **Program** drop down selection box the program you will associate to the wait list.
3. If no previous waitlist were setup for the program, the screen will appear with the message, "No Waiting Lists Exist for that program".

4. Select the Add New Program Waiting List button. The following screen will display.

Add New Waiting List:

Program: Agency A Test - Program 1

Waiting List:

Closed:

Comments:

Save **Back**

6. Enter the wait list name in the Wait List Field.
7. *NOTE: Check the **Closed** check box when the Program will no longer tack clients on the waitlist.*
8. Enter any comments regarding the wait list in the Comments Box
9. Select **Save** to save the changes and create the wait list or Select **Back** to return to the previous page without saving. When the wait list is saved the following page will display which contains the details of all wait lists associated with the program.

Program Waiting List Admin

[Log Out](#) [Announcements](#)

Select a Program To Search or Add to:

Program: Agency A Test - Program 1 ▾

Add New Program Waiting List

List Id	Waiting List Description	Closed	Comments
1	Program Wait List ...	No	... ?
2	another	No	why hv ths
3	ths is a descrip	Yes	

Editing a Program Wait List

1. Select the **List ID** hyperlink for the wait list you wish to edit (see diagram above). The wait list detail page will display.

Edit Waiting List:

Program:	Agency A Test - Program 1
Waiting List:	Summer Camp 2012
Closed:	<input type="checkbox"/>
Comments:	Camp begins June 4 and runs through August 12, 2012

Save **Back**

2. To change the name, edit the **Wait List** box
3. **To close the list**, select the **Closed** check box. Once the change has been saved, agency users can no longer enter clients onto this wait list.
4. Select **Save** to save the changes, or Select **Back** to return without saving.

Chapter 11- Case Data Gathering (CDG) Setup

The CDG module is used to collect data for program participants. Although CSC employees can view this module if [access is granted](#), the primary use is for Programs to enter participant data for the clients served. Data collected includes: demographic information, type of services received, reason(s) for participation, referral information, and case closing information. Performance Measures, Attendance and Program Units of Service, participants must be entered in the CDG module

Participants can be entered into this module by data entry performed by program staff or by EDI (Electronic Data Interchange) which populates CDG with data that was pulled out of an agency/program database and imported into SAMIS.

Regardless of the method in which the participants are entered into SAMIS, setup is required by the CSC before the CDG module can be utilized. This Chapter provides the instruction for the CSC to setup the CDG module for program use.

Program Maintenance Settings

Several options can be configured under [Agency Program Maintenance](#) that will allow Organizational/CSC to configure specific data entry business rules to apply to a specific program(s). These fields include:

- # of Days in Grace Period for Performance Measures;
- Enforce Participant age ranges (Participant Low Age Range and Participant High Age Range);
- Allow Mixed Mode Reasons for Participation.
-

[Definition](#) of each field can be found in the Program Maintenance section of this manual.

Minimum Service Level Setup

This module is used to setup expected or contracted levels of participants to be served in different areas of SAMIS.

The Program can enter the minimum service in several categories for adults and children, primary and secondary within a specified program and fiscal year. This information is used in the Performance Report to compare the Minimum service level negotiated with the CSC to the participants that have been entered into Case Data Gathering and also displays in the CSC Contract Reports.

In addition, minimum service levels can be setup for group activities for the *Group Activity Report*. Also, Units of Service (UOS) and Program Capacity can be setup for the *Quarterly Report*.

This section will provide instructions on setting the minimum service levels for CDG, Group Activities, UOS and Program Capacity. From the **SAMIS Main Menu** select **Minimum Service Level**. The following page will be displayed.

Entering a New Minimum Service Level

1. Select the fiscal year **Fiscal Year** drop down box.
2. Select the **Letter/Number** that the agency name begins with.
3. The following screen will display with all active agency/programs for the fiscal year that begin with the letter/number selected.

4. The CSC will enter the values for each program for which a contract service level has been negotiated.

Contracted Level	Definition	Appears
<i>Individual Service Levels</i>		
Primary Youth/Adults	Defines type of participants that are to be entered into SAMIS	Contract Report, Performance Report
Secondary Youth/Adults		
UOS - Primary Youth/Adults	Defines the Population to be serviced for Units of Services.	Monthly Reports
UOS - Secondary Youth/Adult		
Capacity Primary Youth/Adult*	The total number of participants that will utilize the Attendance Tracking features of SAMIS during the selected fiscal year.	Monthly Reports
Capacity Secondary Youth/Adult*		
<i>Group Service Levels</i>		
Allow Group Activity	The Program must be <u>configured</u> to report activities at the Group level.	Contract Report, Group Activity MSL Report
Group Youth		Group Activity MSL Report.
Group Adult		Group Activity MSL Report.
Events		
* Currently used by one CSC		

Entering Events

Events are the occurrence of Group activities. From the **Minimum Services Levels Administration page**, select the **Fiscal Year**, select the first letter of the **Agency Program** name and navigate to the right of the grid of the selected Agency/Program. If the Program has been configured to report Group Activities a [YES](#) will appear in the **Allow Group Activities** column.

Allow Group Activity	Group Youth	Group Adults	Events	Youth	Adults
<u>Yes</u>	300	200	114	1255	757
No			0	0	0

Select the hyperlink [YES](#) and define the types of Group activities and the number of events.

Overview of CDG Fields

Within CDG there are certain fields which programs are required to fill in when entering participants and other fields that can be customized. Customized fields can be setup at the program level. All custom fields can also be set as “required” at the program level or not. If a field is set to be required, the data entry user cannot save the information until the field is filled in for any case/participant in that program.

Below is an alphabetically sorted list of the possible fields in the CDG system with a column that lists whether the field displays for all programs or can optionally be displayed by program (custom field). Also included is whether the data entry field is required, not required or the requirement is set by the CSC when utilizing custom fields.

Field Name	Field Displays for All Programs	Customize d			Requirements set by
		field :	Field Can be displayed	Require	
Address (Street number, street name, address 2, street suffix, & street direction)		X			X (If set as required only street number and street name are)
Agency Code	X				X
City	X		X		
CSC Code (system generated)	X		X		
Current Grade	X		X		
Employment Status		X			X
Episode Closing Date	X				X (only required if closing reason is filled)
Episode Closing	X				X (only required if closing Date is filled in)
Episode Open Date	X		X		
Ethnicity (was required for all program prior to May 2006)		X			

Field Name	Field Displays for All Programs	Customize field :		Not Required	Requirements set by
		Field Can be displayed	Require		
First Name		X			X
Foster Child		X			X
Free Reduced Lunch		X			X
Free Reduced Lunch Date		X			X
Gender	X		X		
Household	X		X		
Household Income	X		X		
Identifying Characteristic	X			X	
Involvement	X		X		
Last Name		X			X
Primary Activity	X		X		
Primary Reason for Participation	X		X		
Program Site		X			X
Race	X		X		
Referred To	X			X	
School Data Consent		X			X
Secondary Activity	X			X	
Secondary Reason(s) for	X			X	
Social Security Number		X			X
Special Needs		X			X
Student ID		X			X
TANF Eligible		X			X
Teen Parent		X			X
Zip Code	X		X		

Configuring CDG Customized Fields

The **CDG Custom Fields** module is utilized to turn on/off customize fields and to specify required fields at the Program level.

NOTE: If the same fields needs to be selected for every program at the CSC, please contact the SAMIS State Administrator who can run a query to select the fields and requirements for all programs at once.

1. From the SAMIS Main Menu Select CDG Custom Fields. The following screen will display.

CDG Custom Fields

Log Out Announcements

Fiscal Year: 11-12

Agency-Program: Agency A Test - Program 1

Search

2. Select the **Fiscal Year**, the agency and program from the **Agency-Program** drop down selection list that you will be customizing fields for.
3. Select **Search** and the following screen will display.
4. Place a check in the **check box under the Selected column** for those fields you wish to display for the program. The first three fields (Number in Household, Adults in Household and Children in Household) will display on the case screen. All other fields will display on the participant screen(s)
5. To make the specific field required for the program place a check in the **Is Required** check box.

CDG Custom Fields

Log Out Announcements

Fiscal Year: 11-12

Agency-Program: Agency A Test - Program 1

Search

Selected	Section	Field Name	Label	Is Required
<input type="checkbox"/>	Case Header	Number In Household		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Case Header	Agency Case Code		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Case Header	Adults In Household		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Case Header	Children In Household		<input type="checkbox"/>
<input type="checkbox"/>	Case Header	Number in Household who served in US Armed Forces		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Case Header	Housing Situation		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Client	Client Name		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Client	Social Security No		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Client	Student ID		<input type="checkbox"/>
<input type="checkbox"/>	Client	School Consent		<input type="checkbox"/>
<input type="checkbox"/>	Client	TANF		<input type="checkbox"/>

Save | Cancel | Back

5. Two miscellaneous fields are provided that the CSC can label and utilize. For instance if the program wanted to collect case worker for each participant, the CSC can label one of the fields Case Worker and select it for a program. *The limitation to this field is that the program user can enter any data into these fields if they are utilized because they are setup as text fields. This means that you could request they enter a case worker but they could for instance put in a phone number instead.*

<input checked="" type="checkbox"/>	Client	Misc. 1	Neighborhood	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Client	Misc. 2	Crime watch zone	<input type="checkbox"/>

7. Select Save to save the changes OR Select Cancel to disregard changes
8. Select Back to return to the SAMIS Main Menu

Setting Up CDG Client Identifying Fields

The CSC's and the programs they fund have different policies on the client identifying information that they can enter into SAMIS. For instance some programs enter client name, SS#, student ID, etc. while other programs such as domestic violence shelters do not enter this information and track the participants utilizing date of birth, gender and agency assigned case numbers. Fortunately SAMIS allows for the customization of these fields (whether they display or not) at the program level (Information for selecting these fields can be found in the previous section CDG Option Fields.)

This section describes the setup necessary to select the fields that will be displayed to identify participants in each program. A program can have up to 4 client identifying fields. The fields selected for the program to identify participants will be utilized on all CDG, Attendance and Units of Service screens and on participant detail reports to identify the participant.

NOTE: If optional fields are utilized to identify participants within a program, those optional fields must also be selected under the CDG Optional Fields module for the program.

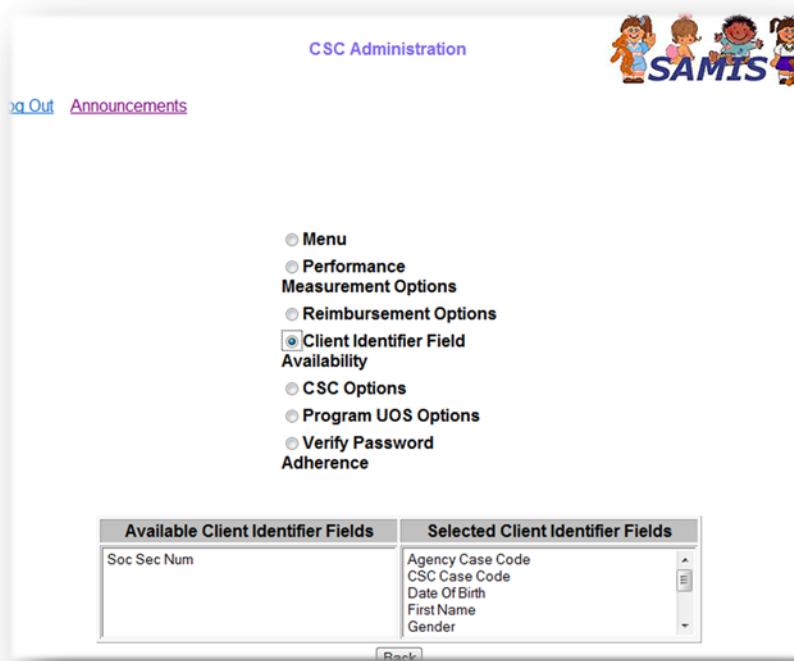
There are two steps to setting up the client identifier fields in SAMIS.

1. The CSC user must select the allowable list of fields from the **Client Identifier Field Availability** screen. This is the CSC wide list that can be utilized to customize each program. So any field that can be used for any program should be selected here.
2. Then the CSC user can select any of the available fields to customize the list for each program through the **Client Identifier Field Module**.

Client Identifier Field Availability

This module will dictate which fields are available to use when setting up the program specific information.

1. From the SAMIS Main Menu, Select CSC Administration.
2. Select the Client Identifier Field Availability radio button. The following screen will display
3. On the left in the Available Client Identifier Fields box is all of the possible fields to select from. If fields from the database need to be added to this list, the SAMIS State-wide Administrator must be contacted to add these fields. Only items in the right Selected Client Identifier Field box can be utilized to identify clients.
4. From the left in the Client Identifier Field box, double click all of those items the CSC could possibly use for identifying clients. This will move those items into the right Selected Client Identifier Fields Box.
5. If a mistake was made or a field is no longer utilized, double click the item from the right Selected Client Identifier Fields box to move the item back to the left Available Client Identifier Fields box.
6. Identifier Fields box to move the item back to the left Available Client Identifier Fields box.



Client Identifier Field Order Module

From the SAMIS Main Menu, Select **Client Identifier Field Order**. The following screen will be displayed.

1. Select the agency and program from the Agency-Program drop down selection list.

2. The **Available – Client Identifier Fields** box will automatically be populated with the fields that were selected under the CSC Administration Module – Client Identifier Field Availability – Selected Client Identifier Fields.
3. Double click on the fields in the **Available – Client Identifier Fields** to move the field to the **Selected – Client Identifier Fields Box**.
4. Double Click from the **Selected – Client Identifier Fields** to move the field back to **Available fields box**.

NOTE - The order that you select the fields will dictate which fields will display first on client identifying pages and reports. In the above example, the CSC Case code will display first and Sorts will be done on this field.

Performance Measure Options

Performance Measures (PM) are setup through the **SAMIS Performance Measure Administration Module** and accessed through a web based interface. The SAMIS Statewide Administrator will setup access to the module for the CSC users. This function is generally assigned to the Research Department. There are several settings that impact the output of the Performance Measure Reports that are defined in the CSC Set up process.

The screenshot shows the 'Client Identifier Field Order Maintenance' page. At the top, there are links for 'Log Out' and 'Announcements'. To the right is the SAMIS logo featuring cartoon characters. Below the header, a dropdown menu shows 'Agency - Program: Agency A Test - Program 1'. The main area has two tables: 'Available Client Identifier Fields' (listing Agency Case Code, Gender, Ident Char, Involvement, Participant ID) and 'Selected Client Identifier Fields' (listing First Name, Last Name, Date Of Birth, CSC Case Code). A 'Back to Menu' button is at the bottom.

The Organization/ CSC has the option to determine the performance level range categories that will be reflected in the Performance Measures Summary reports. This is based on the performance of all participants compared to the target level percentage set for the PM.

1. From the **SAMIS Main Menu** select **CSC Administration**.
2. Select the **Performance Measure Options** radio button. The following screen will display.

The screenshot shows a configuration interface for 'Measurable Objective Options'. At the top, there are several radio button options: 'Menu' (unchecked), 'Measurable Objective Options' (checked), 'Reimbursement Options' (unchecked), 'Client Identifier Field Availability' (unchecked), 'CSC Options' (unchecked), and 'Program UOS Options' (unchecked). Below these is a checkbox labeled 'Show Performance Text on the MO Report' which is checked. To the right of this checkbox is a small checkmark icon. A 'Save' button is located below the checkbox. Underneath the 'Save' button is a section titled 'Measurable Objective Performance Level Ranges' with a table:

Performance Level Description(s)	Ranges
<u>Met</u>	90 - 99999
<u>Not Met</u>	0 - 89

A 'New' button is located at the bottom right of this table section.

3. Check the **Show Performance Text on PM Report** check box to display text under the Performance Level Description, regarding achieved performance levels, on the Summary Measurable Objective Report.

NOTE - In the example provided above the Summary Measurable Objective report would indicate a program **MET** the objective if 90-9999 percent of those measured passed the objective. On the other hand, the Summary Measurable Objective report would indicate the program did **NOT MEET** the objective if 0-89 percent of those measured did not pass the objective. (The example provides a 10% leeway)

Creating New Measurable Objective Performance Level Ranges

1. Select the **New** button from the **Performance Measure Level Maintenance Screen**.
2. Enter the performance level description in the **Performance Level Description** text box
3. Enter the low range percent in the **Low Range** field. Do not use the percent sign in this field.
4. Enter the high range percent in the **High Range** field. Do not use the percent sign in this field.
5. Select **Save** to save the changes or **Back** to exit without saving.

The screenshot shows a software interface for creating new measurable objective performance level ranges. It features a light gray background with a white input form. The form includes:

- Performance Level Description:** A text input field containing "Exceeds".
- Low Range:** A numeric input field containing "90".
- High Range:** A numeric input field containing "105".
- Action Buttons:** A row of buttons at the bottom labeled "Save" and "Back".

PIC List Setup for CDG

PIC Lists in SAMIS are the source of the drop down lists in CDG lists that contain all of the available options that can be selected for fields in CDG that are setup to be drop down selection lists. The CSC should spend some time deciding which items they want to utilize on these lists and it is suggested that definitions also be defined and distributed to both CSC and program users for clarification.

The PIC Lists fields in CDG are: Ethnicity, Cities, Household Incomes, Referred From, Referred To, Race, Zip Code, Grade Highest, Closing Reason, Reason for Participation, Household Arrangement and Activities/Services.

This chapter will provide instructions on setting up the PIC Lists in SAMIS. *Household arrangement however is not covered in this manual because changes to this PIC list must be made through the State SAMIS Administrator.*

Ethnicity

This module is used to set up the ethnicity's that are displayed in the CDG module, specifically for the question, "Is this person of Spanish Origin?"

Select **Ethnicity** from the **SAMIS Main Menu**. The following page will display.

Ethnicity Maintenance

Value Name	Active
No, Not Spanish/Hispanic/Latino	True
Possibly Martian	True
Unknown (for State Attorneys only)	False
Yes, Cuban	True
Yes, Mexican, Mexican American, Chicano	True
Yes, Other Spanish/Hispanic/Latino	True
Yes, Puerto Rican	True

[New](#) [Back](#)

Entering a New Ethnicity

1. Select **New** from the **Ethnicity Maintenance** screen.
2. Enter the Ethnicity in the **Value Name** field
3. Select **Save**.

The screenshot shows a software interface for entering new ethnicity data. At the top, there is a label 'Value Name' followed by an empty text input field. Below it is a label 'Active' with a checked checkbox. At the bottom right are two buttons: 'Save' and 'Back'.

Edit an Existing Ethnicity

1. Click on the hyperlink from the **Ethnicity Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Cities

This module is used to set up the “City” field options in the CDG module.

1. Select **Cities** from the **SAMIS Main Menu**. The following page will display.

Value Name	Active
Bay Pines	True
Belleair	True
Belleair Beach	True
Belleair Bluffs	True
Belleair Shore	True
Clearwater	True
Crystal Beach	True
Don't Know	True
Dunedin	True
Gulfport	True
Indian Rocks Beach	True
Indian Shores	True
Kenneth City	True
Largo	True
Madeira Beach	True
North Redington Beach	True
Oldsmar	True
Out of State	True
Outside of Pinellas County, but in Florida	True
Ozona	True
Palm Harbor	True
Pinellas Park	True
Redington Beach	True
Redington Shores	True
Safety Harbor	True
Seminole	True
South Pasadena	True
St. Pete Beach	True
St. Petersburg	True
Tarpon Springs	True
Treasure Island	True
Unincorporated Area	False

New Back

Entering a New City

2. Select **New** from the **City Maintenance** screen.

3. Enter the City in the **Value Name** field
4. Select **Save**.

The screenshot shows a modal dialog box with a light gray background. At the top left is the label "Value Name" followed by an input field containing the text "New City name". To the right of the input field is a checkbox labeled "Active" which is checked. Below the input field and checkbox are two rectangular buttons with rounded corners, one labeled "Save" and the other labeled "Back".

Edit an Existing City

1. Click on the hyperlink from the **City Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

NOTE: Zip Codes can be associated with Cities in SAMIS. This will allow the user to select a zip code and only those cities within the zip code will be displayed. For more information on this, please contact the SAMIS Statewide Systems Administrator

Household Income

This module is used to set “Household Income” field options in the CDG module.

Select **Household Incomes** from the **SAMIS Main Menu**. The following page will display.

ID	Descr	Low	High	Active	Sort Order
2	Income Level 2	10000.00	19999.00	True	2
7	Unknown	Unknown	Unknown	True	3
4	Income Level 4	30000.00	39999.00	True	4
5	Income Level 5	40000.00	49999.00	True	7
1	Income Level 1	0.00	9999.00	True	10
3	Income Level 3	20000.00	29999.00	True	14
6	Income Level 6	50000.00	and up	True	25
8	90000-90000	9000	100000	True	

[New](#) [Back](#)

Household Income List

1. Select **New** from the **Household Income List** screen.
2. Enter a description in the **Description** field. (The description will not be displayed on the CDG screens.)
3. Enter the low value of the new household income range in the **Low Value** field.
5. Enter the high value of the new household income range in the **High Value** field.
6. Select **Save**.

ID	Unassigned
Description	<input type="text"/>
Low Value	<input type="text"/>
High Value	<input type="text"/>
ACTIVE	<input checked="" type="checkbox"/>
SORT ORDER	
Save Back	

NOTE - Sort order can only be changed in the backend database. Contact the SAMIS Statewide Systems Administrator to change the sort order.

Edit an Existing Household Income

1. Click on the hyperlink from the **Household Income List** screen that you want to edit.
2. Change the any value as needed or uncheck the **Active** field to deactivate this household income range so it will not be displayed on the CDG screens.
3. Select **Save**.

Referred From

This module is used to set up “Referred From” field options in the CDG module.

Select **Referred From** on the **SAMIS Main Menu**. The following page will display.

Referred From Maintenance	
Value Name	Active
Adoptions (private)	True
Adult and Aging	True
Advertising (any media)	True
Attorney	True
Child Care	True
Child Protective Investigation (CPI)	True
Child Support Enforcement	True
Counseling Program	True
Crisis/Hotline I&R Service	True
TYCC - Child Services	True

Referred From Maintenance

Value Name	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Save Back	

Entering a New Referred From Value

1. Select **New** from the **Referred From Maintenance** screen.
2. Enter the City in the **Value_name** field
3. Select **Save**.

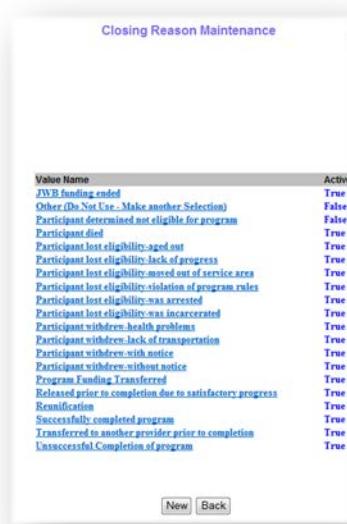
Edit an Existing Referred from Value

1. Click on the hyperlink from the **Referred From Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to inactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Closing Reason Maintenance

This module is used to set up the “Closing Reason” field options in the CDG module.

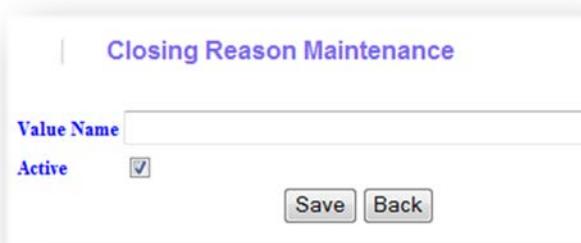
Select **Closing Reason** from the **SAMIS Main Menu**. The following page will display.



Value Name	Active
JWB Funding ended	True
Other (Do Not Use - Make another Selection)	False
Participant determined not eligible for program	False
Participant died	True
Participant lost eligibility-aged out	True
Participant lost eligibility-lack of progress	True
Participant lost eligibility-moved out of service area	True
Participant lost eligibility-violation of program rules	True
Participant lost eligibility-was arrested	True
Participant lost eligibility-was incarcerated	True
Participant withdrew-health problems	True
Participant withdrew-lack of transportation	True
Participant withdrew-with notice	True
Participant withdrew-without notice	True
Program Funding Transferred	True
Released prior to completion due to satisfactory progress	True
Reunification	True
Successfully completed program	True
Transferred to another provider prior to completion	True
Unsuccessful Completion of program	True

Entering a New Closing Reason

1. Select **New** from the **Closing Reason Maintenance** screen.
2. Enter the Closing Reason in the **Value Name** field
3. Select **Save**.



Value Name	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Save Back	

Edit an Existing Closing Reason

1. Click on the hyperlink from the **Closing Reason Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to inactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Reasons for Participation

This module is used to set up the primary and secondary “Reason For Participation” field options in the CDG module. **Select Reasons for Participation** from the **SAMIS Main Menu**. The following page will display.

Entering a Reason for Participation

1. Select New from the **Reason for Participation Maintenance** screen.
2. Enter the Reason for Participation in the **Value Name** field
3. If it is a asset based reason **Select the Asset check box, OR**
4. If it is a deficit based reason **leave the Asset check box unchecked**
5. Select **Save**.

The screenshot shows a 'Reason for Participation Maintenance' screen with a list of reasons on the right and a 'New' dialog box on the left. The dialog box contains fields for 'Value Name' (a text input box), 'Active' (a checked checkbox), and 'Asset' (a checked checkbox). Below these are 'Save' and 'Back' buttons.

Reason for Participation Maintenance	
Value Name	Active
Academic Achievement (Asset)	True
Academic Under Achievement (Deficit)	True
Before/After School Care (Asset)	True
Behavior Problems (Deficit)	True
Character Building (Asset)	True
Child Care (Asset)	True
Child Exposed to Violence (CV) (Deficit)	True
Child Neglect - Perpetrator (Deficit)	True
Child Neglect - Victim (Deficit)	True
Community Service (Asset)	True
Court Ordered Community Service (Deficit)	True
Creative Activities (Asset)	True
Cultural Barrier (Deficit)	True
Cultural Competence (Asset)	True
Cultural Enrichment (Asset)	True
Development (Deficit)	True
Developmentally Delayed/Disabled (Deficit)	True
Disabled Care Giver (Deficit)	True
Discipline Group (Asset)	True
Domestic Violence (perpetrator only) (Deficit)	True
Family Economic Hardship (Deficit)	True
Violent Offender	True

Edit an Existing Reason for Participation

1. Click on the hyperlink from the **Reason for Participation** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Race

This module is used to set up the “Race” field options in the CDG module.

Select **Race** from the **SAMIS Main Menu**. The following page will display.

Value Name	Active
American Indian or Alaska Native	True
Asian Indian	True
Asian Unspecified	True
Black, African American	True
Chinese	True
Filipino	True
Guamanian or Chamorro	True
Japanese	True
Korean	True
Multiracial	True
Native Hawaiian	True
Other Asian	True
Other Pacific Islander	True
Samoan	True
Some other race	True
Unknown (for State Attorneys only)	True
Vietnamese	True
White	True

New Back

Race Maintenance

Value Name

Active

Edit an Existing Race

1. Click on the hyperlink from the **Race Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Zip Code

This module is used to set up the “Zip Code” field options in the CDG module.

Select **Zip Code** from the **SAMIS Main Menu**. The following page will display.

Zip Codes Maintenance

Value Name	Active
33701	True
33702	True
33703	True
33704	True
33705	True
33706	True
33707	True
33708	True
33709	True
33710	True
33711	True
33712	True
33713	True
33714	True
33715	True
33716	True
33728	True
33729	True
33731	True

Entering a New Zip Code

1. Select **New** from the **Zip Code Maintenance** screen.
2. Enter the Race in the **Value Name** field
3. Select **Save**.

Zip Codes Maintenance

Value Name

Active

Save **Back**

Edit an Existing Zip Code

1. Click on the hyperlink from the **Zip Code Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

NOTE: Zip Codes can be associated with Cities in SAMIS. This will allow the user to select a zip code and only those cities within the zip code will be displayed. For more information on this, please contact the SAMIS Statewide Systems Administrator

Referred To

This module is used to set up “Referred To” field options in the CDG module.

Select **Referred To** from the **SAMIS Main Menu**. The following page will display.

Referred To Maintenance	
Value Name	Active
Adoptions (private)	True
Adult & Aging	True
Attorney	True
Child Care	True
Child Protective Investigations (DCF/Sheriff)	True
Child Support Enforcement	True
Counseling Program	True
Crisis/Hotline/T&R Services	True
Death & Dying Services	True
Dependency - (Community Agencies)	True
Dept Children and Families - Family & Safety Preservation	True
Dept of Children and Families - ADM	True
Dept of Children and Families - Developmental Services	True

Save **Back**

Entering a New Referred To

1. Select **New** from the **Referred To Maintenance** screen.
2. Enter the Referred To value in the **Value Name** field
3. Select **Save**.

Referred To Maintenance

Value Name	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Save Back	

Edit an Existing Referred To Value

1. Click on the hyperlink from the **Referred To Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Grade Highest

This module is used to set up the “Current Grade” field options in the CDG module

Select **Grade Highest** from the **SAMIS Main Menu**. The following page will display.

Entering a New Grade ID

1. Select **New** from the **Grade ID Maintenance** screen.
2. Enter the Grade in the **Value Name** field
3. Select **Save**.

Grade Highest Maintenance	
Value Name	Active
A School age child who never attended school	True
An adult who never attended school	True
Completed a Professional School	True
Completed Trade/Technical School	True
Currently enrolled in a 1 year college	True
Currently enrolled in a Professional School	True
Currently enrolled in a Vocational Program	True
Currently enrolled in Graduate School	True
Currently enrolled in Junior College	True
Currently enrolled in Trade/Technical School	True
Did not graduate High School, not currently in school	True
Eighth Grade	True
Elevanck Grade	True
Fifth Grade	True
First Grade	True
Fourth Grade	True
Graduated High School, not currently in school	True
Kindergarten	True
Ninth Grade	True
Not at School/Age	True
Other	True
Preschool Age, Attending	True
Preschool Age, not attending	True
Received Associate's Degree, not currently in school	True
Received Bachelor Degree, not currently in school	True
Received Doctoral Degree, not currently in school	True
Received GED, not currently in school	True
Received Master's Degree, not currently in school	True
Second Grade	True
Seventh Grade	True
Sixth Grade	True
Tenth Grade	True
Third Grade	True
Twelfth Grade	True
Unknown	True

The screenshot shows a software interface titled "Grade Highest Maintenance". At the top right are "New" and "Back" buttons. Below the title is a table with two columns: "Value Name" and "Active". The "Value Name" column lists various grade levels and educational statuses. The "Active" column contains a series of checkmarks. At the bottom are "Save" and "Back" buttons.

Grade Highest Maintenance	
Value Name	Active
A School age child who never attended school	✓
An adult who never attended school	✓
Completed a Professional School	✓
Completed Trade/Technical School	✓
Currently enrolled in a 1 year college	✓
Currently enrolled in a Professional School	✓
Currently enrolled in a Vocational Program	✓
Currently enrolled in Graduate School	✓
Currently enrolled in Junior College	✓
Currently enrolled in Trade/Technical School	✓
Did not graduate High School, not currently in school	✓
Eighth Grade	✓
Elevanck Grade	✓
Fifth Grade	✓
First Grade	✓
Fourth Grade	✓
Graduated High School, not currently in school	✓
Kindergarten	✓
Ninth Grade	✓
Not at School/Age	✓
Other	✓
Preschool Age, Attending	✓
Preschool Age, not attending	✓
Received Associate's Degree, not currently in school	✓
Received Bachelor Degree, not currently in school	✓
Received Doctoral Degree, not currently in school	✓
Received GED, not currently in school	✓
Received Master's Degree, not currently in school	✓
Second Grade	✓
Seventh Grade	✓
Sixth Grade	✓
Tenth Grade	✓
Third Grade	✓
Twelfth Grade	✓
Unknown	✓

Edit an Existing Grade ID Value

1. Click on the hyperlink from the **Grade ID Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Activities/Services

This module is used to set up the “Select Primary Activity” and the “Select Secondary Activity” field options in the CDG module.

Select Activities/Services from the SAMIS Main Menu. The following page will display.

Activity/Service Maintenance

Click an ID to edit the data.

ID	Activity/Service	Active	GL Account
34	Academic Achievement	True	
1	Advocacy	True	
2	Aftercare	True	
117	AM	False	
129	Anger Management-Group	True	UNIT COST Family Counseling Units
124	Anger Management-Individual	True	UNIT COST Family Counseling Units
3	Art	True	
128	Basic Needs Assistance	True	
108	Before/After School Care	False	

[Create New Activity/Service](#)

Entering a New Activity

1. Select New from the **Activities Maintenance** screen.
2. Enter the Activity in the **Value Name** field
3. Select **Save**.

Add Activity/Services

Activity/Service:

Active:

GL Account:

Edit an Existing Activity

1. Click on the hyperlink from the **Activities Maintenance** screen that you want to edit.
2. Change the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the CDG screens.
3. Select **Save**.

Chapter 12 – Attendance and Program Units of Service

Setup

Before programs can utilize the Attendance or Program Units of Service Modules they must be utilizing the CDG section of SAMIS. This is because the program can only track attendance or units of service on participants that are in CDG.

The difference between Attendance and Program Units of Service

Attendance Tracking tracks the day-by-day attendance of program participants. The system simply identifies that the participant attended on a given day. There is no duration of services associated with this.

Program Units of Service track the number of units associated with an activity that a participant received on a given day. Units can be defined by the CSC User (i.e., 1 unit = 5 hours of service).

Attendance Tracking

Attendance requires minimal setup to get the program ready to enter attendance. Information for the required setup is documented in other areas of this manual. The area of documentation is noted below.

1. Users must be given [access](#) to the Attendance tracking module.
2. Attendance Threshold must be setup under [Program Maintenance](#). This allows the Attendance Utilization Reports to run correctly.
3. Client identifier field order should be setup as this is utilized to identify participants on the screen. - *See Client Identifier Field (this manual)*
4. Program users should setup Calendar Maintenance which indicates which days the program does not serve participant (ie. Holidays or weekends they are closed and attendance should not be entered). - *See Program Agency User Manual for setup instructions.*

Attendance can also be EDI'd (electronic data interchange) into SAMIS by running bar code reports out of the SAMIS system for participants and then scanning those that attended by utilizing the Attendance Tracking EDI module. Information on Attendance Tracking EDI can be found in the Attendance Tracking EDI module. The software required for this and information on the scanners can be obtained by contacting the SAMIS Statewide Systems Administrator

Program Units of Service

Setting up Program Units of Service has several more steps (than Attendance) that are required for use as there are many other modules associated with this functionality of SAMIS. The steps are listed below. Many of the steps below are documented in other areas of this manual. The area of documentation is noted.

1. Users (both CSC and Agency) must be given access to the appropriate modules.- *See User Administration (this manual)*
2. The Program Units of Service Option must be configured under CSC Administration. -*See Program Units of Service Option later in this chapter*)
3. Client identifier field order should be setup as this is utilized to identify participants on the screens- *See Client Identifier Field (this manual)*
4. Program users should setup Calendar Maintenance which indicates which days the program does not serve participant (ie. Holidays or weekends they are closed and units of service should not be entered). - *See Program Agency User Manual for setup instructions*.
5. The Units of Service themselves must be setup and associated with activities.

Modules associated with Program Units of Service and the user who needs access to the module are listed in the table below:

Module	CSC User Access	*Program User Access
Program Units of Services		X
Program Units of Service Rapid Fill		X
Adjusted Units of Service		X
Adjusted Units of Service Rapid Fill		X
CSC Administration (Program Units of Service Option	X	
Program Units of Service Setup	X	
Program Units of Service Adjustment Dates	X	

*Program User Access Modules are documented in the Program Agency User Manual.

Program Units of Service Setup

The Program Units of Service Setup section is the module where Units of Service (UOS) are setup so agency users can utilize the Program Units of Service Module to collect UOS's on clients served. Units must be completely setup before users can begin entry in the Units of Service modules.

Understanding a Unit of Service

A Units of Service (UOS) definition is comprised of three main components:

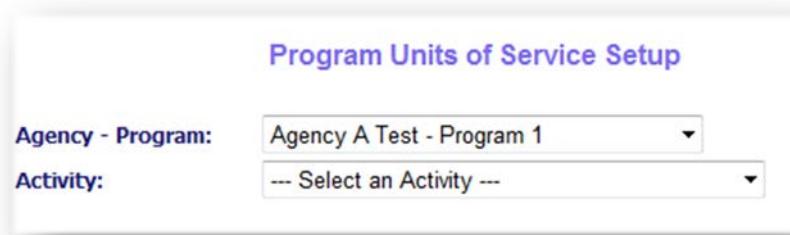
1. Quantity – the amount of service rendered
2. Measurement – what the amount is measuring (e.g. hours, days)
3. Dollar Value – the value of 1 UOS

The combination of all three will make up a UOS definition in SAMIS.

The actual UOS's will be set up by the CSC and correspond with the activities in the program utilizes for clients in SAMIS CDG. UOS's can be set up on both primary and secondary activities.

Setting up Units of Service

1. From the **SAMIS Main Menu, Administrative Functions**, select **Program Units of Service Setup**.
The following screen will be displayed.



2. Select the **Agency-Program** from the Agency-Program drop down list that you want to setup Units of Service for.

3. After selecting the program and agency, the following screen will be displayed.
4. Select the activity from the Activity drop down box that you wish to set a Unit of Service up for.

Program Units of Service Setup

Agency - Program: Agency A Test - Program 1

Activity: --- Select an Activity ---

Back

- Select an Activity ---
- Academic Achievement
- Advocacy
- Aftercare
- Anger Management-Group
- Anger Management-Individual
- Art
- Basic Needs Assistance
- Before/After School Program
- Before/After School Program 1/2 Day
- Behavioral Evaluation
- Behavioral Management
- Both AM/PM
- Budget Counseling
- Case Management
- Child Care
- Child Custody Investigation
- Civic/Community Service
- Communication Skills
- Community Education
- Community Organization

5. After an Activity is selected, the following screen will be displayed.

Program Units of Service Setup

[Bottom of Page](#)

Agency - Program: Agency A Test - Program 1

Activity: Academic Achievement

Create New Unit of Service

Quantity	Measurement	Value	Note	Start Date	Allow Partial Max Units	Max Units
<input type="text"/>	Day(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Create

6. Enter the Quantity (the amount of service that must be rendered) in the Quantity Box
7. Enter the Measurement (what the quantity is being measured in (i.e. hours, days)

8. Enter the dollar value for the quantity and measurement combined. (2 sessions of case management is \$100.00).

Program Units of Service Setup

Create New Unit of Service

Quantity Measurement	Value	Note	Start Date	Allow Partial Max Units Units
2	Session(s) ▾	100 Partial units are not allowed	10/01/2011	<input checked="" type="checkbox"/> 400

Create

9. Enter any notes that may be important for the agency to see while performing data entry in the Program Units of Service Module. (This is not a required field).
10. Enter the Start Date for the UOS in the start date field. This is the date that the above set values go into effect.
11. Select the Allow Partial Units check box only if partial units will be accepted when the agency is performing data entry in the Program Units of Service Module. (i.e. 3.5 sessions). If this check box is **not** selected the agency will only have the ability to enter whole numbers when recording the amounts of units a client attended.

12. Select Create. The following screen will display to confirm the setup. Program Users may now begin entering units of service for participants under this newly created UOS.

The screenshot shows the 'Program Units of Service Setup' page. At the top, there are dropdown menus for 'Agency - Program' (set to 'Agency A Test - Program 1') and 'Activity' (set to 'Academic Achievement'). Below these, a section titled 'Create New Unit of Service' contains a table with columns: 'Quantity Measurement' (set to 'Session(s)'), 'Value' (set to '100.00'), 'Note' (set to 'Partial units are not allowed'), 'Start Date' (set to '10/01/2011'), and 'Allow Partial Max Units Units' (set to 'No' with a checked checkbox). A 'Create' button is at the bottom of this section. Below this is a table titled 'Unit of Service History' showing one row of data:

	Quantity	Measurement	Value	Note	Start Date	End Date	Allow Partial Units	Max Units
X	2	Session(s)	100.00	Partial units are not allowed	10/01/2011		No	400.00
	22	Day(s)	11.00	note	08/08/2011	09/30/2011	Yes	

A 'Back' button is located at the bottom left of the page.

Business Rules

- The Quantity field must contain a positive amount.
- The Value field must contain a positive amount.
- The Start Date field must contain a valid date. The Start Date must be one day greater than the most recent Start Date of the previous definition.
- The Quantity, Measurement, Value, and Start Date fields will be required.

Understanding the Audit Trail of Units of Service

In order to keep the integrity of previously entered data, changes to a UOS definition will create a new UOS definition. Each UOS definition will be stored separately from previously entered UOS definitions. To facilitate the process of creating new UOS definitions, only the Start Date of the definition will be required. Creating a new definition will automatically set the End Date of the previous definition to one day before the Start Date of the new definition. The End Date of the new definition will be left empty, as it will be the current UOS definition for the activity until a new one is created. This process will insure that there is never a date gap between definitions.

Deleting a Unit of Service Definition

A Unit of Service definition can be deleted only **when no data has been entered for the definition** by a program. This function will be provided to allow CSCs to correct a mistake in the UOS definition. When a UOS definition is deleted, the previously entered UOS definition's End Date will be cleared and the UOS definition will now become the active/current definition.

Unit of Service History						Start Date	End Date	Allow Partial Units	Max Units
	Quantity	Measurement	Value	Note					
X	▶	2	Session(s)	100.00	Partial units are not allowed	10/01/2011		No	400.00
		22	Day(s)	11.00	note	08/08/2011	09/30/2011	Yes	

[Back](#)

Editing Unit of Service Notes

6. From the **SAMIS Main Menu** Select **Program Units of Service Setup**
7. Select the **Agency/Program** from the Agency/Program drop down selection box
8. Select the activity from the **Activity** drop down box that is associated with the UOS where the notes need to be edited.
9. Select the Edit Icon  under Unit of Service History. This will open the Notes text box that will allow for editing of the notes.
10. After making changes to the **Notes**, Select Save to save the changes or Back to return without saving.

Unit of Service History						Start Date	End Date	Allow Partial Units
	Quantity	Measurement	Value	Note				
▶	1	Day(s)	20-47	9200 - One full day of summer camp, minimum of 5 hours per child, per day. Attendance must be timed in and out by child in writing each day. Days of partial attendance of 2 to 5 hours may be billed at a single subunit rate of 50%, or \$10.24.		05/26/2003		Yes

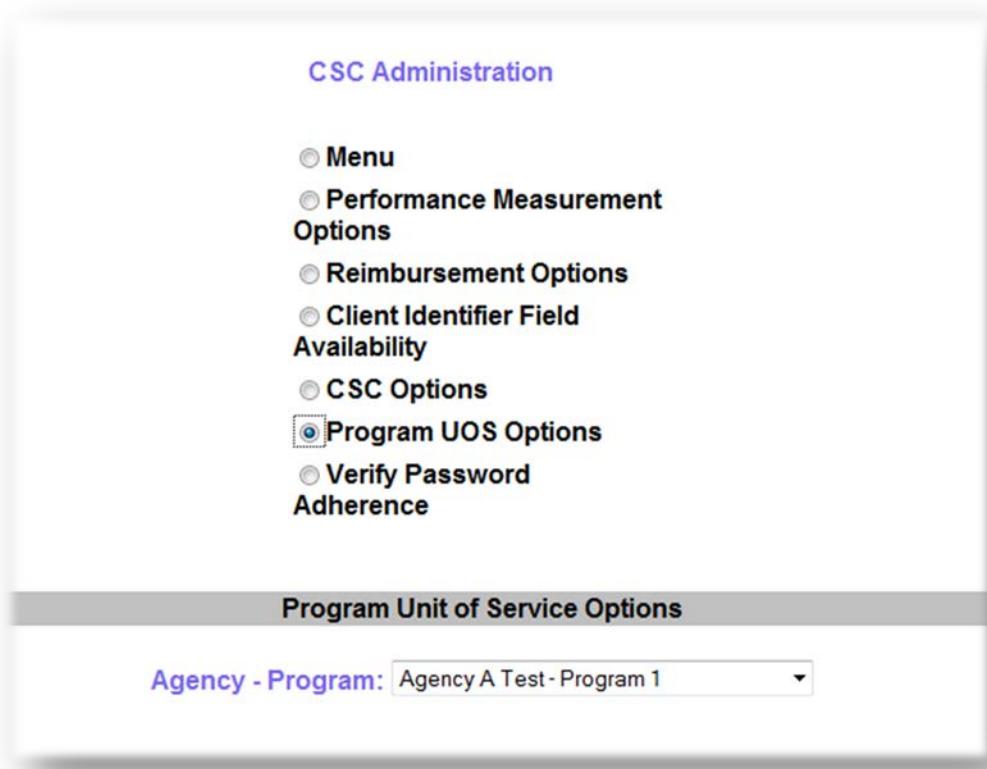
Edit Notes:

[Back](#)

Program Units of Service Option - CSC Administration

This module should be utilized if the CSC chooses to validate Program Units of Service to Reimbursements. If this option is selected for a specified program, Program users will no longer be able to enter program units of service for a time period where a reimbursement has already been approved. However, utilizing Program Units of Service Adjustment Dates (See this later in this chapter) a user will be able to adjust units that already have an approved reimbursement.

1. From the **SAMIS Main Menu Select CSC Administration.**
2. **Select the Program UOS Option** radio button
3. **Select the agency and program from the Agency-Program drop down box.**
4. **Select Validate Program UOS Agency Reimbursement Period** to turn on this feature for the selected program.
5. **Select Save to save the changes, OR**
6. **Select Back** to return without saving.



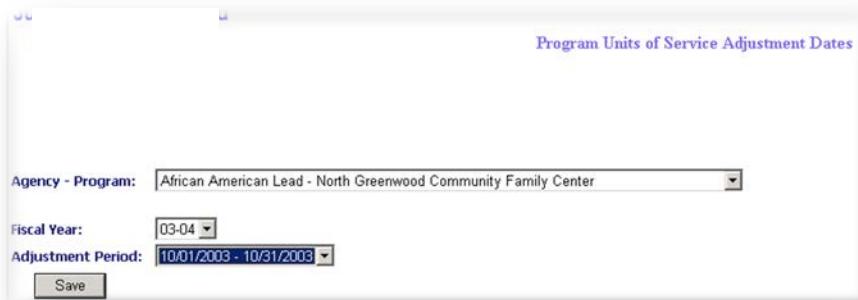
Program Units of Service Adjustment Dates

The module is utilized to specify dates in which the agency user can make program units of service adjustments.

Under CSC administration, there is an option “Validate Program UOS Agency Reimbursement Period”. If this option is turned on for the CSC, the Program users will no longer be able to enter program units of service for a time period where a reimbursement has already been approved. However, utilizing this module, the CSC can select dates to “open up” and allow a user to adjust units even after the reimbursement has been approved. Once the data adjustment has been made, the CSC can then “close” the date so no other units can be modified during the date range. Only one adjustment period may be open at once.

Opening up Data Entry for a Specified Period

1. From the **SAMIS Main Menu**, select **Program Units of Service Adjustment Dates**. If no dates are currently open for entry, the page will appear as follows:



2. **Select the Agency-Program** from the Agency-Program drop down selection list.
3. **Select the Fiscal Year** from the Fiscal Year drop down selection list.
4. **Select** the adjustment period to open for entry into units of service (Note: The periods listed in the adjustment period drop down box are the date ranges for each approved reimbursement during the selected year. The entire reimbursement period must be open at once).
5. **Select Save.**

Changing/Closing an Adjustment Period

- From the **SAMIS Main Menu**, select **Program Units of Service Adjustment Dates**. If there is a current open adjustment period, the following screen will display.

Juvenile Welfare Board
of Pinellas County

Program Units of Service Adjustment Dates

Agency - Program: African American Lead - North Greenwood Community Family Center

Options:

Close current adjustment period (10/1/2003 - 10/31/2003)
 Open new adjustment period and close current adjustment period (10/1/2003 - 10/31/2003)

- Select the **Agency-Program** from the Agency-Program drop down selection list.

OPTION 1:

- Select **Close current adjustment period**, to close the period
- Select **save**

OPTION 2:

- Select **Open new adjustment period and close current adjustment period**. If this option is selected, the following screen will appear.
- Select the **Fiscal Year** from the Fiscal Year drop down selection list
- Select the adjustment period to open for entry into units of service
- Select **Save**. This will close the first period and re-open the new adjustment period

Juvenile Welfare Board
of Pinellas County

Program Units of Service Adjustment Dates

Agency - Program: African American Lead - North Greenwood Community Family Center

Options:

Close current adjustment period (10/1/2003 - 10/31/2003)
 Open new adjustment period and close current adjustment period (10/1/2003 - 10/31/2003)

Fiscal Year: 03-04

Adjustment Period: 10/01/2003 - 10/31/2003

Save

Chapter 13 – Contract Reports

There are currently only 2 counties (Pinellas and Palm Beach) which utilize SAMIS to produce their Contracts with their funded agencies. In both cases data input into SAMIS (budgets, funders, MSL's, etc) are included in the report. Because this information is included, to get a completed contract report funders should be setup and included in the program(s) budget and the MSL (Minimum Service Levels) should also be setup. Along with this information a standard boiler plate is also utilized to create a contract report for a specified program(s) and specified time frame.

Each county has their own module to produce the reports. In Palm beach is call the PBC Contract Report. In Pinellas it is called the JWB Contract Report. This chapter will review some setup required for Pinellas and instructions on running both counties reports.

Pinellas County Contract Report

The Pinellas County Contract report requires setup of several Program Administration Settings, Special Conditions and Manual Performance Measures, and Manual Minimum Service Levels before this module can be utilized.

Program Administration Settings

County Wide Service, Service Zips and Contract Number should be setup as the information contained in these fields print as part of the Contract Report. Instructions of setting up these fields can be found in this manual under Program Maintenance.

Special Conditions for Pinellas Contract Report

This module is used by CSC staff to create and associate a contracted special condition for an agency or program. Special conditions are displayed in an agency's or program's contract.

From the **SAMIS Main Menu**, select **Special Conditions**.

The user will be brought to the **CSC Special Conditions** screen.

The screenshot displays the 'Special Conditions Maintenance' screen of the CSC application. At the top left is the Juvenile Welfare Board logo, which includes the text 'Juvenile Welfare Board' and 'The Children's Services Council of Pinellas County'. To the right of the logo is the title 'Special Conditions'. Below the title is a toolbar with a single button labeled 'New'. The main content area is titled 'Special Conditions Maintenance' and contains a table with one row. The table has columns for 'Condition ID', 'Condition Name', and 'Agency'. The first row shows the following data: Condition ID '1', Condition Name 'Test Condition', and Agency 'JWB'. A vertical scroll bar is located on the right side of the table area.



Entering a New Special Condition

1. Select **New** from the **CSC Special Conditions** screen. The following fields will be displayed.
2. Type a short description of the special condition in the **Short Desc** field.
3. Type the special condition, as it should be displayed on the contract in the **Special Condition** field. (This can be copied and pasted from a word processing or spreadsheet program.)
4. Select the special condition group (whether it applies to an agency or specific programs at an agency) in the **Special Condition Group** field.
5. Enter any comments related to the special condition in the **Comment** field.
6. Leave the **Yes** selected on the **Active** field.
7. Select the level the condition will be at, either **Agency** or **Program**
8. Select the fiscal year the special condition is applicable for from the **Fiscal Year** drop down box.
9. Select **Update**.

After selecting update, the bottom half of the screen will be displayed.

Available Agencies/Programs	Selected Agencies/Programs
ABC, INC. - A Test Program ABC, INC. - E/R ABC, INC. - MERGER Abilities, Inc. - Equipment and Renovation African American Lead. - North Greenwood Community Fair All Children's Hospital - SAFE KIDS Coalition Alpha Institute, Inc. - Alpha Institute Alpha Leadership - Alpha Leadership Program Area Agency on Aging - Fitness Is Ageless Asian FACE - Asian Heritage Festival Asian FACE - Asians Respect Tradition Asian FACE - Neighborhood Family Center	RCS - The Haven
Back	

If **Agency** was selected on the **Level** field, all available agencies will be displayed in the **Available Agencies/Programs** box on the left. If Program was selected on the **Level** field, all available programs will be displayed in the **Available Agencies/Programs** box on the left

To associate or disassociate an agency or program to a condition, move the agency or program from the **Available Agencies/Program** field to the **Selected Agencies/Programs** field by double-clicking the item. More than one agency or program can be associated with the special condition.

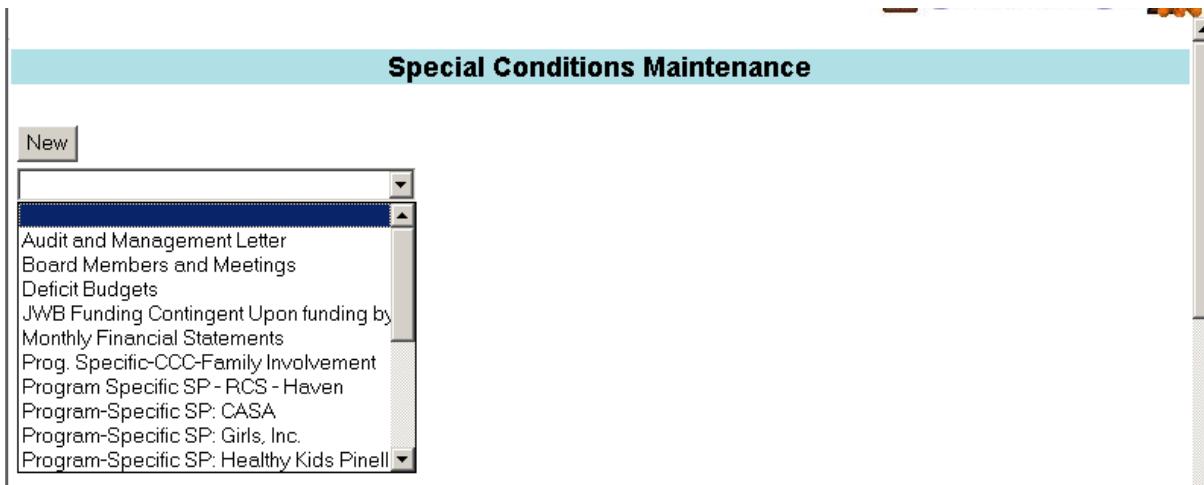
Once the agency or program has been associated with a special condition, that special condition will print as part of their contract.

Editing a Special Condition

To edit an existing special condition, from the **SAMIS Main Menu** select **Special Conditions**.

The **CSC Special Conditions** screen will open.

1. Click the down arrow on the drop down box under the **New** button. All special conditions will be displayed.
2. Click on the special condition that needs to be edited.



The selected special condition will be displayed

1. Change any fields as needed
2. Select **Update** to save the change(s).

Special Conditions Maintenance					
<input style="width: 100%; height: 25px; background-color: #f0f0f0; border: 1px solid #ccc; border-radius: 5px; font-size: 10px; margin-bottom: 5px;" type="button" value="New"/> <div style="background-color: #000080; color: white; padding: 2px 5px; display: inline-block; width: fit-content; margin-bottom: 5px;">Deficit Budgets</div>	<p>ShortDesc: <input style="width: 100%;" type="text" value="Deficit Budgets"/></p> <p>Special Condition: <input style="width: 100%;" type="text" value="The budget submitted by the program of the provider reflects an excess of expenditures over revenues. JWB and the Provider agree that JWB is not obligated to fund this deficit and"/></p> <p>Active? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Level: <input checked="" type="radio"/> Agency <input type="radio"/> Program</p> <p>Fiscal Year: <input style="width: 100%;" type="text" value="100-01 :::"/></p> <p style="text-align: center; margin-top: 10px;"> <input style="width: 100px; height: 25px; background-color: #f0f0f0; border: 1px solid #ccc; border-radius: 5px; font-size: 10px; margin-right: 10px;" type="button" value="Delete"/> <input style="width: 100px; height: 25px; background-color: #000080; color: white; border: 1px solid #ccc; border-radius: 5px; font-size: 10px;" type="button" value="Update"/> <input style="width: 100px; height: 25px; background-color: #f0f0f0; border: 1px solid #ccc; border-radius: 5px; font-size: 10px;" type="button" value="Cancel"/> </p>				
<p>To associate or disassociate an agency from a condition, select the agency from the Available Agencies list and click the Selected button. To remove an agency from the Selected list, click the Unselect button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; padding: 5px;">Available Agencies/Programs</th> <th style="width: 50%; text-align: left; padding: 5px;">Selected Agencies/Programs</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> ABC,INC.- A Test Program ABC,INC.- E/R ABC,INC.- MERGER Abilities,Inc.-Equipment and Renovation African American Lead.-North Greenwood Community Fat All Children's Hospital-SAFE KIDS Coalition Alpha Institute,Inc.- Alpha Institute Alpha Leadership-Alpha Leadership Program Area Agency on Aging-Fitness Is Ageless Asian FACE- Asian Heritage Festival Asian FACE- Asians Respect Tradition Asian FACE- Neighborhood Family Center </td> <td style="padding: 5px;"> Family Resources- On Campus Intervention (OCIP) PARC-Discovery Learning Center and Homebound Prograrr HELP A CHILD- Allyn B. Giffin Medical Placement Home Pro </td> </tr> </tbody> </table>		Available Agencies/Programs	Selected Agencies/Programs	ABC,INC.- A Test Program ABC,INC.- E/R ABC,INC.- MERGER Abilities,Inc.-Equipment and Renovation African American Lead.-North Greenwood Community Fat All Children's Hospital-SAFE KIDS Coalition Alpha Institute,Inc.- Alpha Institute Alpha Leadership-Alpha Leadership Program Area Agency on Aging-Fitness Is Ageless Asian FACE- Asian Heritage Festival Asian FACE- Asians Respect Tradition Asian FACE- Neighborhood Family Center	Family Resources- On Campus Intervention (OCIP) PARC-Discovery Learning Center and Homebound Prograrr HELP A CHILD- Allyn B. Giffin Medical Placement Home Pro
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Manual Performance Measures and Minimum Service Level for Pinellas

Contract Report

This module is utilized to enter **Manual Performance Measures** (PM) and **Minimum Service Levels** (MSL) for a program during a fiscal year that will appear in the Pinellas County Contract Report and the Manual PM and MSL report. Manual PM's and MSL's are those that cannot be calculated based on information input into the CDG or the client section of SAMIS. Updates on whether or not the PM or MSL was met can also be input.

Configuring Manual Measurable Objectives (PM)

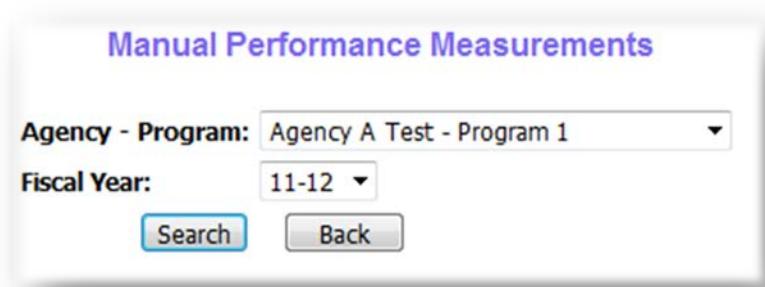
1. From the **SAMIS Main Menu**, from **Administrative Functions** select **Manual Performance Measures**. The following screen will display.
2. Select agency and program from the **Agency-Program** drop down selection box.
3. Select the fiscal year from the **Fiscal** drop down selection box.
4. Select **Search**.
5. From the following screen **Select New PM**.
6. Enter the manual measurable objective in the **PM Description** text box.
7. Select **Save**.

Manual Performance Measurements

Agency - Program: Agency A Test - Program 1

Fiscal Year: 11-12

Search **Back**



Manual Performance Measurements

Program: Agency A Test - Program 1

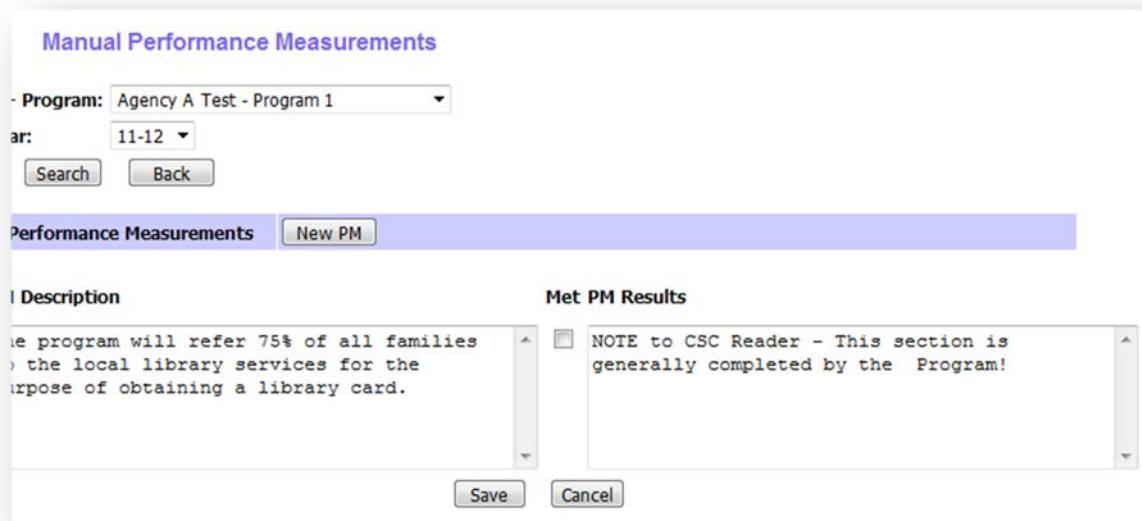
Year: 11-12

Search **Back**

Performance Measurements **New PM**

Description	Met PM Results
The program will refer 75% of all families to the local library services for the purpose of obtaining a library card.	<input type="checkbox"/> NOTE to CSC Reader - This section is generally completed by the Program!

Save **Cancel**



Editing A Manual Measurable Objective

1. From the **SAMIS Main Menu**, select **Manual Performance Measures**. The following screen will display.
2. Select agency and program from the **Agency-Program** drop down selection box.
3. Select the fiscal year from the **Fiscal** drop down selection box.
4. **Select Search**
5. The following screen will display if the program had manual measurable objective.

Manual Performance Measurements

PM ID/PM Description	Met PM Results
MPM-2 The program will refer 75% of all families to the local library services for the purpose of obtaining...	No

Manual Minimum Service Levels

MSL ID/MSL Description	Met MSL Results
MMSL-2 100 families will obtain a library card.	No

Manual Performance Measurements

Agency - Program:	Agency A Test - Program 1
Fiscal Year:	11-12
Search	Back

TAKE NOTE:
Utilize the Binocular Icons to view the entire PM description or PM Results.

6. Select the Arrow icon  to edit the manual measurable objective
7. If the objective was Met (as reported by the agency), select the **Met check box**. *If the objective was not met do NOT check the Met check box.*
8. To enter Results information (as reported by the agency), **enter** in the **PM Results** text box.
9. **Select Save** to save the changes or **Cancel** to return without saving.

Deleting a Manual Measurable Objective

Select the X icon to permanently delete a manual measurable objective

Manual Performance Measurements

Agency - Program: Agency A Test - Program 1
Fiscal Year: 11-12
Search Back

PM ID	PM Description	Met PM Results
X MPM-2	The program will refer 75% of all families to the local library services for the purpose of obtaining a library card.	No

MSL ID	MSL Description	Met MSL Results
X MMSL-2	100 families will obtain a library card.	No

Configuring Manual Minimum Service Levels

- From the **SAMIS Main Menu**, select **Manual Performance Measures**. The following screen will display.
- Select agency and program from the **Agency-Program** drop down selection box.
- Select the fiscal year from the **Fiscal** drop down selection box.
- Select **Search**.
- From the following screen Select **New MSL**.
- Enter the **Manual MSL description** in the MSL Description text box.
- Select **Save** to save the changes OR **Cancel** to cancel and return.

Manual Performance Measurements

Agency - Program: Agency A Test - Program 1
Fiscal Year: 11-12
Search Back

Manual Minimum Service Levels New MSL

MSL ID	MSL Description	Met MSL Results
MMSL-2	100 families will obtain a library card.	

Save Cancel

Editing a Manual Minimum Service Level

- From the **SAMIS Main Menu**, select **Manual Performance Measures**. The following screen will display.

Manual Performance Measurements

Agency - Program: Agency A Test - Program 1

Fiscal Year: 11-12

Search Back

- Select agency and program from the **Agency-Program** drop down selection box.
- Select the fiscal year from the **Fiscal** drop down selection box.

Manual Performance Measurements

Agency - Program: Agency A Test - Program 1

Fiscal Year: 11-12

Search Back

4. Select Search

- The following screen will display if the program had manual Minimum Service Level.

MSL ID	MSL Description	Met	MSL Results
MPM-2	The program will refer 75% of all families to the local library services for the purpose of obtainin...		No

MSL ID	MSL Description	Met	MSL Results
MMSL-2	100 families will obtain a library card.	<input checked="" type="checkbox"/>	

TAKE NOTE: Utilize the Binocular Icons to view the entire MSL description or MLS Results

- Select the Arrow icon to edit the manual minimum service level
- If the minimum service level was Met (as reported by the agency), select the **Met check box**. *If the minimum service level was not met do NOT check the Met check box.*
- To enter Results information (as reported by the agency), enter in the **MSL Results** text box.

9. Select **Save** to save the changes or **Cancel** to return without saving.

Deleting a Manual Measurable Objective

Select the **X** icon to permanently delete a Minimum Service Level

	MSL ID	MSL Description	Met	MSL Results
	MMSL-2	100 families will obtain a library card.	 No	

CSC Contract Report for Pinellas County

This module is used by CSC staff to generate the CSC Contract with the funded agency. It can be generated for one program at an agency or multiple programs at an agency. If ran using multiple programs, there would be one contract that has multiple budget pages, (one for each program). This module is currently used for Pinellas only.

The CSC Contract Report is accessed from the **SAMIS Main Menu** by selecting **JWB Contract Report**. At CSC, access to this module is limited to internal employees only.

**Juvenile Welfare Board
of Pinellas County** **Contract Report** 

JWB Contract Report

Agency:

Fiscal Year:

Begin Date: [Calendar](#)
End Date: [Calendar](#)

Available Programs **Selected Programs**

Running the Contract Report

From the SAMIS Main Menu, users are brought to the **Contract Report** screen.
Select the agency from the **Agency** drop down box.

Juvenile Welfare Board
of Pinellas County

Contract Report

SAMIS

JWB Contract Report

Agency:

Fiscal Year:

Search

Begin Date:

End Date:

Available Programs		Selected Programs	
>>		<<	

Run Report Back

1. Select the fiscal year the contract will be run for from the **Fiscal Year** drop down box.
2. Select **Search**. This will bring up all of the available programs that are attached to the agency in the **Available Programs** box.
3. Type the date the contract will be commencing in the **Begin Date** field or click on the **Calendar** button and select the date from the calendar. Clicking the date on the calendar will place the date in the **Begin Date** field.
4. Type the date the contract will be ending in the **End Date** field or click on the **Calendar** button and select the date from the calendar. Clicking the date on the calendar will place the date in the **End Date** field.
5. Select the programs that will be included in the contract by double clicking the program in the **Available Programs** box. This will place the selected program in the **Selected Programs** box.
6. Select **Run Report**.

Please see the chapter on the **Report Viewer Window** later in this manual for details on how to navigate, print and/or export reports.

CSC Contract Report for Palm Beach County

This module is used by CSC staff to generate the CSC Contract with the funded agency. It can be generated for one program at a time. This module is currently used for Palm Beach County only.

The CSC Contract Report is accessed from the **SAMIS Main Menu** by selecting **PBC Contract Report**. At CSC, access to this module is limited to internal employees only.

Services and Activities Management Information System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

CHILDREN'S SERVICES COUNCIL PALM BEACH COUNTY

PBC Contract Report

SAMIS Testing

PBC Contract Report

Agency/Program:

Fiscal Year:

Date From:

Date To:

Council Approval Date:

Run Report Back

1. **Select** the agency and program from the **Agency/Program drop down selection box** that the contract will be generated for.
2. **Select** the fiscal year from the **Fiscal Year drop down selection box** that reflects the year the contract will be run for.
3. **Enter** the from and to dates that will appear on the contract as the contract effective and termination dates in the **Date From** and **Date To** boxes.
4. **Enter** the date the council approved the contract for in the **Council Approved Date** box.
5. **Select Run Report** to run the report with all of the selected parameters or **select Back** to return to the Main Menu with saving.

Chapter 14 – Other Modules

Volunteer Activities

Although CSC employees can also view this module if permission is given, this module is used by the agencies to identify volunteer utilization (for direct program services or administrative support). Utilization is entered month by month for an entire fiscal year and identifies accepted, used and hours for volunteer adults and children within the month.

The only setup required to utilize the Volunteer Activities module is to setup fiscal years in SAMIS and provide users access to the module through User Administration. Instruction for setting up fiscal years and users can be found earlier in the manual.

CSC staff can print the volunteer screen to view and analyze the volunteer pattern of the program.

Since this module is primarily for agency users, for more information on how to enter or view, please refer to the **SAMIS Program Agency User Manual**.

Group Activities

The Group Activities module allows program staff to enter general information on group activities that the program provides. Generally if all of the participants attending the group activity are in the CDG section of SAMIS, there activities would be documented there rather than in this module. This module is utilized to track the number of participants served when you don't necessarily have demographic information on those who attended. For instance if it was an event where you invited all of the family members of your participants and you wanted to track the number of people who attended the event, you could utilize Group Activities.

Programs identify the group activity name, date, the number of children and adults participating, presenter/instructor, location and whether the activity was collaboration. Minimum service levels can be setup for these group and reports can be run that compare the minimum service level compared to documented group activities.

Several steps are required to setup a program to utilize this module. The steps are listed below. If the instructions for these steps are documented elsewhere (not in this chapter), the location of the documentation will be listed.

1. **Allow Group Activity Recording** must be selected for any programs utilizing this module. *See Program Maintenance (this manual).*
2. Users who will utilize this module will need access to group activities under **User Administration**. *See Users Administration (this manual).*
3. **Minimum Service Levels** must be setup for group activities. *See Minimum Service Levels (This*

manual).

4. **Group Activity Maintenance** (the PIC List) must be setup. *See next section of this chapter.*
5. **Group Activity Location Maintenance** must be setup if locations of group activities will be collected. *See Agency Program User Manual.*

Group Activities Maintenance

This module is used to set up event types that are displayed in the Group Activities module.

Select **Event Types** from the **SAMIS Main Menu**. The following screen will display.

Value Name	Active
Advocacy Event	True
Arts Activities	True
Award/Recognition Ceremony	True
Breakfast	True
Camp	True
Community Organization	True
Community Service Project	True
Concert/Music	True
Cultural Activities	True
Dance	True
Dinner	True
Education/Training Program	True
Entertainment	True
Fair/Promotional Event	True
Family Night	True
Field Trip/Activity	True

Entering a New Event Type

1. Select **New** from the bottom of the **Maintenance** screen.
2. Enter the group activity event type in the **Value Name** field.
3. Select **Save**.

The dialog box contains fields for 'Value Name' (empty), 'Active' (checkbox checked), and buttons for 'Save' and 'Back'.

Edit an Existing Group Activity Event Type

1. From the Maintenance **screen**, click on the Value Name hyperlink for the activity type that you want to edit.
2. Change the information in the **Value Name** field or uncheck the **Active** field to deactivate this value so it will not be displayed on the Group Activities screens.
3. Select **Save**.

Chapter 15 – Reports

Consolidated Reports

This module is utilized to run and print all of the reports from the SAMIS system. Each report or group of reports can be securitized so only users with permissions have the ability to run those reports.

If the User has access to: (under User Administration)	They can run the report at the following level:
CSC Access	CSC Level (all programs at the CSC)
Agency	Agency Level (all programs at the agency)
Program	Program Level (only one program)
* Not all reports can be run at all three levels. Report parameter pages will only display those levels you	

Through User Administration, users can be given access to reports on two levels. They can be given access to individual reports (they can only run the specific reports they are granted access to) or they can be given access to a report group (they can run any of the reports that fall under the group they have been given permission to.) See User Administration early in the manual for more information on user access.

In addition, all reports can be exported to word or excel for modification and some reports can be run in PDF format.

Those users in agencies and programs who do not have access to specific modules such as CDG, budgets, etc. but want to see the generated documents must use Consolidated Reports.

More detail on all of the SAMIS report and instructions on running them can be found in the Management Report Manual and the Fiscal User Manual.

The below listed table provides a list of all of the reports in SAMIS by reporting group with a brief description of each report.

Reporting Group	Report	Description
Budget	Allocation Detail	The Allocation Detail report provides the detail of each allocation type by program and can be run by one specific allocation type or by all.
	Budget Amendment Report	This report displays the original CSC allocation, amended CSC allocation, current unspent balance, credit amount, debit amount, revised CSC allocation, revised unspent balance for all six salary GL accounts and any expense accounts involved with the amendment. Salary account debit and credit amounts are subtotalized separately from expense accounts.

Budget Continued	CSC Allocation	The CSC Allocation report will provide a total of the entire program's allocations and compare them against budget figures.
	Individual Salary and Fringe	This report displays budgeted amount, year to date spent and the balance remaining for the each position in the salary and fringe accounts. This reports reflects the current dollars at the time it is run. It does take into account all budget amendments and reimbursements in edit, submitted or approved status. This report may be run showing only CSC funded positions or all positions.
	Original Budget Salary and Fringe	This report displays the original CSC (CSC) budget for each position in the salary and fringe line items. This report may be run showing only CSC funded positions or all positions.
	Program Budget	This report displays the program's budget for the selected fiscal year. This includes the account # and account names, the narrative, the program and the CSC (CSC) budgets and amendment budget for each line item. Also included are salary and fringe totals, operating expense totals and the grand total.
	Three Year Budget Expense	This report displays the program's amended budget and total reimbursements for the select fiscal year and the two consecutive prior fiscal years. It includes the account #, account names, the CSC amended program budget, total reimbursements for three fiscal years, and the percentage change in the CSC amended amounts from the second and third year.
	Budget to Actual	This report displays the program's budget to actual page including information on their actual budgets for both salary/fringe and expense items. Currently the budget to actual module is only being utilized in Broward County.
	Budget to Actual Compliance	This report provides a list of all active agencies and programs and will list the status of each program's budget to actual documentation. Currently the budget to actual module is only being utilized in Broward County.
Reimbursement	Reimbursement Detail	Reimbursement Detail reports provides the user with all of the reimbursement information in the corresponding reimbursement. Information includes original and amended budget, current request, year-to-date request and remaining balance for salary/fringe and operating expenses. It also includes subtotals and grand totals for salary/fringe and expense items and reimbursement detail for each position, payroll checks run information, payments made for payroll taxes/fringe and details for each check under the program expense items.
	Summary GL Reimbursement	The Summary GL Reimbursement Report provides summary information across all active GL items for the reimbursements chosen. This allows you to see the history and summary for salary and fringe and expense items. This report sorts by check number.

Reimbursement Continued	Summary Reimbursement	<p>The Summary Reimbursement report summarizes all reimbursements including the net amounts and total for all reimbursements that are within the selected date range when the report is run. This report will also can provide a summary of the unit IF the program is on a unit cost reimbursement contract, this report will provide the summary detail.</p>
	Capacity and Reimbursement Review	<p>The Capacity and Reimbursement Review Report combines Program capacity and YTD fiscal performance information into one report. Program capacity looks at the family capacity entered by the CSC (not all CSC's utilize this feature) and compares it with a count of cases opened during the date range of the report. Year to date reimbursement information also appears so the agency/CSC can compare the number of cases to the amounts reimbursed.</p>
Adjustments	Adjustment Detail	<p>The Adjustment Detail Report provides the type of adjustment (Adjustment, Advance, Data Conversion, etc.), adjustment amount, the amount approved for repayment by the CSC, the amount in reimbursements not yet approved by the CSC, and the balance remaining to be paid for each individual adjustment. In addition, the report shows which checks and reimbursements have been applied to each adjustment. This report may be run only at the program level.</p>
	Adjustment Summary	<p>The Adjustment Summary Report provides the type of adjustment (Adjustment, Advance, Data Conversion, etc.), adjustment amount, the amount approved for repayment by the CSC, the amount in reimbursements not yet approved by the CSC, and the balance remaining to be paid for all adjustments entered during the selected fiscal year. This report may be run at the agency or program level.</p>
CDG	Active Cases	<p>The Active Cases Reports displays a list of all active cases for the date range selected including first episode open/close dates, current case length and # of participants in cases. This report may be run at the CSC, agency or program level.</p>
	Cases Opened and Closed	<p>The Cases Opened and Closed report can be run at the agency or program level. It lists the following for the date range selected: new cases opened, new participants in New Cases, New Participants in Existing Cases, Cases Closed, Participants in Closed Cases, and Participants in Open cases.</p>
	Client Level Detail	<p>The Client Level Detail report provides all case information, and participant information, along with the Performance Measures information entered into SAMIS for the specific client and requires that the CSC Case Code be included in the report parameters. Client data can be searched time period or by selected criteria. This report may also be accessed from Case Data Gatherer search results.</p>

	Episodes of Service Summary	The Episodes of Service Summary report can be run by agency, program or classification with an option to get unduplicated counts by client code or SS#. The report displays the unduplicated count of participants and includes the number of episodes and a total number of episodes for the selected date range.
	Manual PM and MSL	The Manual PM and MSL can be run by program and fiscal year. It provides a summary of the information input into the Manual Performance Measures module including information on whether or not the PM and MSL were met.
	Master Table	The Master Table report displays the information in all PIC lists (Including the associated ID used for EDI) and whether the item on the list is selected for the program. It also will list any optional fields turned on for the program selected.
	Performance	The Performance Report when run by Fiscal year at the program level provides a summary of services levels related to children and adults served. The total number of children and adults entered into SAMIS, as of the date the report is run, is compared to the minimum services levels contained in the CSC contract.
	Performance by Objective	Performance reports can also be run by participants who met or did not meet specific Performance Measures. This report is useful for spotting demographic trends in participants relative to performance on measurable outcomes.
	Program Sites	The Program Site report can be run by program and lists all sites set up for the program including site name, number, open/close dates, site type, address and contact information.
	Program Units of Service Activity	The Program Units of Service Activity report can be run at the agency or program level and date range. In addition, if run at the program level a program site can be utilized to narrow the results. The report displays any units collected during the date range with the associated activity, value and total number of units (original, adjusted and net).
	Program Units of Service Client	The Program Units of Service Client report can be run by agency or program and date Range. The report displays all participants who have units for the selected time period and displays the total number of units (original and adjusted) that they have for each activity.

CDG Continued	Quarterly Report	The Quarterly report is currently only utilized by Jacksonville. It gathers Attendance, Program Units of Service and Quarterly Commentary information into a report which can be presented to their board.
	Referrals To Detail	The Referrals To Detail report can be run by program, date range, referred to reason, CDG search criteria and/or involvement. It displays the number of participants referred to each option and provides a count of unduplicated participants.
	School Data Consent Compliance	The School Data Consent Compliance report displays of list of those participants who does not have school data consent filled in on the CDG screens and also provides information as to whether the student ID and/or SS# have been filled in.
	User Info	The User Info report is run by selecting a user. All of the access information for the selected user is displayed.
Attendance	Attendance Sign-In Sheet	The Attendance Sign-In Sheet report can be run by program, involvement, current grade and by since added to CDG case date. It displays all participants who meet the report criteria conditions along with their scanning bar code, identifying information and a place for the participant to sign in. This report is utilized for scanning attendance.
	Attendance Utilization	This report allows the user to generate summary data regarding attendance by participant for a specified program, fiscal year or date range, and participant involvement type. This report can only be run at the program level.
	Calendar Bar Code	The Calendar Bar Code report is run by month and year and provides a barcode for each day of the calendar. This is utilized for scanning attendance data only.
	Hand Held Bar Code List	The Hand Held Bar Code List report provides a bar code for each participant who meets the report parameters selected. It can be run on several different Avery type labels or in the format of a role list. This report is utilized for scanning attendance data only.
	Monthly Attendance	This report will display a list of all active clients in the program or the week selected for the report parameters. This report can act as a manual daily attendance roster, and can that be used as the source document for data entry into the SAMIS Attendance Module. This report can only be run at the program level.
	Weekly Attendance	The Weekly Attendance report can be run by program, program site, and/or involvement for a specified week. The report will list all of the participants active that week and display the attendance that is entered during the time period.
Measurable	Performance Measures	The Measurable Objective Detailed Report, when used in

Objectives	Detail	conjunction with the Measurable Objective Summary Report, will provide detailed information to explain performance rates and patterns. Independently, the report will highlight cases with Measurable Objective data entry issues.
	Performance Measures Summary	The PM Summary Report provides general information about the performance of participants as a whole on the program's Performance Measures.
	PM Participant Details	The PM Participant Detail report can be run by program, date range and involvement. It displays all participants who meet the criteria and displays information regarding their PM status. This information includes: the service component they are in, SC start and end dates, # of admin points, last admin point date and the status (measured or not).
	Participant Summary	This report summarizes how many participants, according to involvement type, have been attached to at least one of the available service components and how many have not been attached to any of the available service components. In addition, the report provides a list of specific primary clients who have not been attached to any of the available service components.
Workflow	Workflow Approval Chain	The Workflow Approval Chain report can be run by program or user. When run by program the report displays detail information on the programs workflow chains including the users and which roles they have on both the agency and CSC side. When run by user, the report displays all of the workflow detail for all workflows (in all programs) that the user is apart of.
Funding	CSC Funder	The CSC Funder Report runs by fiscal year and displays each funder for the CSC and lists which programs have dollar amounts budgeted under those funders. Totals are also provided in this report.
	Other Funder	The other funder report provides information concerning original amounts budgeted for each funder on the original budget, any adjustments for those amounts through Funder Amendments, and an amended amount based on the adjustments, and amounts remaining if detail-level reimbursements are being used
	Sources of Revenue Summary	The Sources of Revenue Summary Report provides information concerning original amounts budgeted for each funder on the original budget, any adjustments for those amounts through Funder Amendments, and an amended amount based on the adjustments across several fiscal years prior to the fiscal year for which the report is run. It also provides Total Program Revenue and Total Program Budget figures with a calculated difference for the fiscal year for which the report is run.

Funding Continued	Sources of Revenue Summary Narrative	The Sources of Revenue Summary Narrative Report provides totals received from funders after all adjustments through Funder Amendments and the associated narrative from the budget for the fiscal year for which the report is run.
Waiting List	Waiting List Detail	The Waiting List Detail report lists all of the participants who are currently on the waiting list including when they were added to the waiting list and how long they have been on the waiting list. A pie chart is also included displaying information on length of time on waiting list. This report is run by program.
	Waiting List Funding	The Waiting List Funding report displays information on all of the waiting lists for all programs in SAMIS for the CSC. It displays aggregate information on average stay and how long participants have been on the lists.
	Waiting List Trend	The Waiting List Trend report is run by program and wait list. It provides month by month information regarding participants who were inactivated from the list and the reason why; and lists the average length of stay for inactive people.
Group Activity	Group Activity	The Group Activity MSL report can be run by program and fiscal year. This report compares the pre-determined Group Minimum Service Levels to actual group activities entered into SAMIS and provides a % achieved. It also provides a count of group sessions
	Group Activity Collaboration Detail	This report displays the details of each group activity and the associated collaborative agency.
	Group Activity Collaboration Summary	This report will summarize the number of group activities that are associated with each collaborative agency.

Technical Support Contact Information

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